



## **AYLESHAM PARISH COUNCIL**

Date of Issue:  
7<sup>th</sup> March 2023

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the PARISH COUNCIL will be held at Aylesham House on TUESDAY 14<sup>th</sup> MARCH 2023 at 7.00pm when the business shown on the agenda below will be transacted.

*Nicola Purcell*

**Acting Assistant Clerk to Aylesham Parish Council**

1. Those Present
2. Apologies for Absence
3. Councillor Information
  - Declaration of Interest
  - Changes to Register of Interest
  - Granting of Dispensation
4. Minutes of Previous Meeting
  - Minutes of Parish Council Meeting held on 14<sup>th</sup> February 2023 and Extraordinary meeting held on 21<sup>st</sup> February 2023 to be agreed and signed as a true record.
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. Clerk's Report (page 3)
9. Section 101 Delegated Authority (items to be noted by Council )
10. Finance, Audit & Personnel
  - 10.1 March 2023 Electronic Payment Schedule Approval (page 4)
  - 10.2 Grant Applications Form and Conditions 2023/2024
  - 10.3 Insurance 2023/2024
11. Recreational & Facilities
  - 11.1 Skate Park Land Hire Request by DDC

- 11.2 Market Square Land Hire Request by DDC
- 11.3 Land Hire Agreement 2023/2024
- 11.4 Land Advertising Agreement 2023/2024
- 11.5 Play Parks & Market Square – Any new matters/updates
- 12. Planning
  - 12.1 Dover District Council Planning Reference: 23/00178  
**Proposal:** Erection of an annex  
**Location:** 1 Ratling Court Cottages, Ratling Road, Aylesham, CT3 3JA
  - 12.2 Dover District Council Planning Reference: 23/00230  
**Proposal:** Garage conversion to habitable accommodation replacing door with window  
**Location:** 53 Cordale Road, Aylesham, CT33EH
- 13. CCTV
  - 13.1 Any updates
- 14. Aylesham Development & Aylesham Development Update Meetings
  - 14.1 Meeting Notes from Meeting held on 28<sup>th</sup> February
  - 14.2 Demand Responsive Transport (Bus) – any updates/Adisham Station
  - 14.3 Market Square Lighting Project – any updates
  - 14.4 Any new issues
- 15. Aylesham House (any updates)
  - 15.1 Planning Application
  - 15.2 Security
  - 15.3 Meeting Room Furniture
- 16. Highways Improvement (any updates)
  - 16.1 Zebra Crossing – Dorman Avenue North
- 17. Spinney Wood
  - 18.1 Any updates
- 18. Aylesham & District Community Workshop Trust
  - 19.1 Any updates
- 19. Data Protection
  - 19.1 Information Commissioner's Office (ICO)
  - 19.2 Data Retention and Disposal Policy
  - 19.3 Subject Access Policy
- 20. Annual Risk Review 2023
- 21. Kent County Council Community Services Consultation
- 22. Warm Rooms Update
- 23. Elections – May 2023
- 24. Attlee Avenue - Parking at School Drop off and Pick Up Times
- 25. Entrance to Aylesham (B2046/Adisham Road)
- 26. Next Meeting Date; Tuesday 11<sup>th</sup> April 2023
- 27. Items for next Agenda

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak on an Agenda item will be given at the beginning of Council business. Please let the Acting Assistant Clerk know in advance if you wish to speak on 07830 353872.

## **Agenda Item 8. Clerk's Report**

**8.1** Facebook message received: The resident was advised by DDC to contact the Parish Council regarding parking issues in Central Boulevard towards 118/119 there's cars blocking crossings and parking on corners. The resident was wondering if there is a HIP in place for this area? If not, then could the option of double yellow lines be explored. Resident sent in photographs via email.

**8.2.** Emails from resident concerned that the parish office was not open in its stated opening hours. (information as shown on google, not the website) the resident had three questions:  
Q1- what steps is the Parish is taking to push Dover District Council to provide a better service with regard to litter collection.

Q2- Spotted the notice about a presentation at the Baptist Church regarding the development and asked for further details.

Q3- Is there any launch information available for the new DRT bus service?

**Actioned:** Nicola responded with the relevant information. Council to note- no further action required.

**8.3** Email received from Sutton by Dover Parish Council to enquire about the new DRT service and to see if a similar scheme could be applied to their Parish.

**Actioned:** The chair then phoned shortly after this, Nicola explained the process with S106 funding, DDC, Stagecoach. Council to note- no further action required.

## **Agenda Item 9. S101 Delegated Authority (to be noted by Council)**

### **9.1 Dover District Council Planning Committee Meeting Thursday 23<sup>rd</sup> February 2023**

#### **6.00pm Council Chambers. Application No 20/01005.**

Proposal: 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.

Location: Phase 2B Parcels 7&8, Land for Aylesham Village Expansion North of, Dorman Avenue North, Aylesham.

**Outcome:** 5 Councillors in support of Cllr Fleck attending to speak to object on behalf of Aylesham Parish Council, as per the Consultee responses submitted to DDC. S101 Delegated Authority was approved.

### Agenda Item 10.1 March 2023 - Electronic Payment Schedule

Payee	Expenditure	Invoice Number	Net	VAT	Total
Staff Expenses – Parish Clerk	Zoom subscription – March	N/A	£15.39	N/A	£15.39
Information Commissioner’s Office	Data Protection Fee	013f29d90103	£35.00	N/A	£35.00
Dover District Council	Leases of Land 2022/2023 Skate Park	1010182	£300	£0	£300
Surrey Hills Solicitors	Legal services in connection with lease of Skate Park	8391	£548.00	£100.00	£548.00
Surrey Hill Solicitors	Legal Services in connection with the lease of Market Square	8392	£1590.00	£300.00	£1890.00
Noticeboard Company (UK) Ltd	Noticeboard	5643	£1043.00	£208.60	£1251.60
<b>Payments made in February (after meeting) (as per Financial Regulations)</b>					
Staff Expenses – Parish Clerk	123.Reg Website Domain Renewal – two years	123-061341131	£23.98	£4.80	£28.78
Gallus Online Ltd t/a Office Boffins	Two Ergo Mesh 24 hr Office Chairs	SI2372263	£299.90	£59.98	£359.88
Staff Expenses – Acting Assistant Clerk/Administration Officer	Park Inspections Mileage February 13.35 miles per week at 0.45p per mile	N/A	£24.03	N/A	£24.03
Dover District Council	Leases of Land 2022/2023 Attlee Avenue Market Square	700304	£76.00	£0	£76.00
Staff Expenses – Acting Assistant Clerk/Administration Officer	Postage	N/A	£6.85	N/A	£6.85