



## **AYLESHAM PARISH COUNCIL**

### **Minutes of Full Council meeting held on 9<sup>th</sup> January 2024 at Aylesham House SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

#### **1. Those Present**

Cllrs S. Bott (Chair); L. Prescott; D. Fleck; G. Armstrong; D. Garrity;  
J. Flaig; D. Miller; Parish Clerk K. Robinson; Administration Officer N. Purcell.  
Dover District Council Officer N. Chester.  
Dover District Cllr J. Pout; Dover District Cllr C. Woodgate (Entered at 7:02pm).  
No members of the public present.

#### **2. Apologies for Absence**

Cllrs K. Sutcliffe; B. Oliver - personal reasons.  
Dover District Cllr M. Mamjan; Kent County Cllr S. Manion.

#### **3. Declarations of Cllr Interests, Dispensations, and any changes to the Register of Interest**

Cllr S. Bott- Chair of Aylesham Community Trust.

#### **4. Minutes of previous meeting: November 2023**

**Resolved:** The minutes from the meeting held on 14<sup>th</sup> November 2023 are a TRUE and ACCURATE record. Proposed by L. Prescott seconded by J. Flaig.

**Outcome:** All in favour. Motion carried.

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

Item 8.3: Loose paving slabs in the area outside the train station. Dover District Council updated that they are not responsible for the area, and that they have forwarded the matter to Kent County Council. Kent County Council state the responsibility lies with Network Rail. Officers' will report the matter to Network Rail.

*19:05pm Parish Council meeting was 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 Parish Clerk in advance of the meeting, agenda items only)**

See Appendix A.

#### **7. External Reports**

##### **7.1 County Councillor**

See Appendix B

## **7.2 District Councillor**

See Appendix C.

*DDC Cllr C. Woodgate left the meeting 19:24.*

## **7.3 Dover District Council Community Development Officer**

See Appendix D.

*19:27 DDC Officer N. Chester left the meeting.*

## **7.4 Kent Police**

See Appendix E.

*19:28 Parish Council Meeting Resumed.*

# **8. Parish Clerk Report**

**8.1** Communications received from Roses Tea Rooms and Thrift Shop CIC. They have applied for the Dover District Council Shop Front Grant Scheme, to contribute toward a new bay window and maintenance of the path. The full amount of £5,000 has been applied for. A request has been made that the Parish Council as landowners and landlord support the application.

**Resolved:** It was proposed by D. Garrity and seconded by D. Miller that Aylesham Parish Council write in support of the grant application.

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

**8.2** Renewal invitation received from the Society of Local Council Clerks (professional body) for the Parish Clerk at a cost of £348.00.

**Resolved:** It was proposed by G. Armstrong and seconded by J. Flaig to renew the Parish Clerk's membership with SLCC for 2024/25 at a cost of £348.00

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

**8.3** Annual fee due to the Information Commissioners Office. Every organisation or sole trader who processes personal information needs to pay a data protection fee to the Information Commissioner's Office (ICO), unless they are exempt. This years' fee is £40.00, or £35.00 if paying by direct debit.

**Actioned:** It was proposed by G. Armstrong and seconded by D. Fleck that the fee of £35 is paid and set up as a direct debit.

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

**8.4** Communication received from a resident notifying the council that the flag is broken in the Market Square.

**Outcome:** Noted by Council. Cllr D. Fleck, L. Prescott and G. Armstrong will meet to lower the pole to investigate.

**8.5** Email received from a resident raising concerns regarding the diversion signs around the village, that are in place for the lengthy road closure of Heritage Road and stating that the need for a temporary traffic diversion long expired.

**Outcome:** Council noted. Officers' will contact Kent County Council to make enquiries.

## **8.6 Complaint- Confidential to be held under the Public Bodies (admission to meetings) Act 1960**

### *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 a complaint, it was proposed by L. Prescott and seconded by G. Armstrong to move to a closed session for item 8.6

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

*19:37 DDC Cllr J. Pout left the meeting room.*

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**Resolved:** It was proposed by D. Garrity and seconded by J. Flaig that the Parish Clerk is to Draft a response and bring to the February full council meeting.

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

*20:03 DDC Cllr J. Pout returned to the meeting room.*

## **9. Section 101 Delegated Authority**

### **Full Council**

**Outline:** Urgent pothole repairs required at the car park on Dorman Avenue North at the rear of the Co-Op, within the Aylesham Parish Council freehold area.

Ovenden Allworks Ltd quoted for:

"To saw cut and cleanout existing potholes. Supply, lay and compact tarmac allowance 1t SMA10."

£1,483.50 plus VAT.

Councillor responses: 5 Councillors including the Chair and Vice Chair supported the car park repairs and to proceed with the quotation from Ovenden Allworks Ltd as noted above. 4 Councillors did not respond.

**Outcome:** Ovenden Allworks Ltd quotation for the repairs were approved.

## 10. Finance, Audit & Personnel Committee

### 10.1 January 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	January Expenses – HP Instant ink January	January 2024	£16.39	N/A	£16.39
Staff Expenses – Caretaker	Park Inspections Mileage November & December (7 weeks) 4.3 miles per week at 0.45p per mile	N/A	£13.55	N/A	£13.55
Staff Expenses Assistant Clerk	Park Inspections (A/L Cover) December (1 week) 4.3 miles per week at 0.45p per mile	N/A	£1.85	N/A	£1.85
<b>Expenditure that has been paid since the last Full Council Meeting (November 2023) as per Financial Regulations item 5.5</b>					
Staff Expenses Parish Clerk	December Expenses – HP Instant Ink, Cleaning Products AH	December 2023	£68.76	N/A	£68.76
Christopher Cooney	Window Cleaning	198	£40.00	N/A	£40.00
EJ Clough	Christmas tree, plus delivery & installation	1688	£440	£88.00	£528.00
Scatter & Slice Mrs A Coveney	Catering Christmas Function – Deposit	196	£30.00	N/A	£30.00

SLCC Enterprises	Staff Review 2023	685	£837.50	£167.50	£1,005.00
Aylesham Community Trust (A&DCWT)	Common Room Hire 12/12/2023	Hire Agreement	£70 plus £100 deposit	N/A	£170.00
Envisage Groundcare Ltd	November 2023 Invoice	1508	£843.00	£168.60	£1,011.60
Kent Association of Local Councils	Councillor Training 'Communicating with your Community Part 2' J. Flaig	8437672939	£37.00	£7.40	£44.40
Kent Association of Local Councils	Councillor Training 'Mastering Planning Application Responses' D. Fleck & J. Flaig	8475246629	£100.00	£20.00	£120.00
Kent Association of Local Councils	Councillor Training 'Chairing Meetings Effectively' D. Fleck	8475267429	£37.00	£7.40	£7.40
Ovenden Allworks Ltd	Pothole Repairs - Car Park To saw cut and cleanout existing potholes. Supply, lay and compact tarmac allowance 1t SMA10	3171	£1,483.50	£296.70	£1,780.20
HMRC	PAYE October 2023	2406	£1,420.74	N/A	£1,420.74
HMRC	PAYE November 2023	2407	£1,289.39	N/A	£1,289.39
HMRC	PAYE December 2023	2408	£2,264.23	N/A	£2,264.23
Tim Moya Tree Services Ltd	Tree Condition Survey – Market Square	Inv-30400	£795.00	£159.00	£954.00

Staff Expenses – Assistant Clerk	Replacement Laptop Power Cable	N/A	£34.99	N/A	£34.99
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**Resolved:** It was proposed by D. Garrity and seconded by D. Fleck to accept the January 2024 Payment Schedule.

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

## **10.2 Staff Matters – Confidential to be held under the Public Bodies (admission to meetings) Act 1960**

*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 staff matters; it was proposed by J. Flaig and seconded by G. Armstrong to move to a closed session for item 10.2

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

*DDC Cllr J. Pout Left the meeting permanently, and the Administration Officer left the meeting room for this item at 20:08.*

*Cllr D. Miller Left the meeting permanently at 20:18.*

*Parish Clerk left the meeting 20:41.*

*Parish Clerk returned to the meeting 20:52.*

**Resolved:** It was proposed by J. Flaig and seconded by D. Fleck that agenda items 10.2, 10.3 and 10.4 will be discussed at an Extraordinary Meeting of the Council to be held before 26<sup>th</sup> January 2024.

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

*Closed session ended, Administration Officer returned to the meeting at 20:53.*

## **11. Recreational & Facilities Committee**

### **11.1 Project Expenditure Request 2023/2024**

The Recreational & Facilities Committee budget for the year has been set at £5,000. There is £3,306 in s106 money that needs to be spent by the end of the 2023/24 financial year, and the money is allocated for Snowdown Recreation Ground and for play equipment only.

The committee have explored options for various items that could be installed at the recreation ground, one suggestion included a roundabout, but these were coming up extremely expensive and difficult to source as a stand-alone item. So, the committee wanted to explore options for a Trim Trail.

The Administration Officer contacted 3 companies for quotes: Creative Play; Playdale and Sovereign Play. Only one Company submitted a quote to Aylesham Parish Council:

<b>Description</b>	<b>Unit £</b>	<b>VAT</b>	<b>Total</b>
TIMBER ADVENTURE TRAIL 10	£7,983.00	20.00%	£7,983.00
SITE SECURITY & WELFARE	£745.00	20.00%	£745.00
INDEPENDENT POST INSTALLATION INSPECTION	£475.00	20.00%	£475.00
POOR ACCESS CHARGE	£450.00	20.00%	£450.00
DISCOUNT	£-475.00	20.00%	£-475.00
	<b>NET</b>		<b>£9,178.00</b>
	<b>VAT</b>		<b>£1,835.60</b>
	<b>GROSS</b>		<b>£11,013.60</b>

After discussion, the company removed the inspection charge from the quote, which is what the 'discount' is. The committee's financial situation is as follows:

Allocated Budget: £5,000.00

Expenditure to date: £1,467.01

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 Remaining budget: £3,532.99

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 S106 money: £3,306.00

TOTAL AVAILABLE: £6,838.99

Trim Trail (Excl. VAT) £9,178.00

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**Additional Total Required for project: £ 2,339.01**

At the November 2023 Recreation & Facilities Committee meeting; the committee resolved to request a further £2339.01 from full council for the Trim Trail 10.

**Resolved:** It was proposed by D. Garrity and seconded by D. Fleck to approve the additional expenditure request of £2339.01 pending relevant permissions from the landowners.

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

## **12.Planning, Environment & Transport Committee**

### **12.1 Dover District New Local Plan – Aylesham South: Axis Land Partnerships (land representatives/promoters for the Trustees of the Lord Fitzwalter 1988 Settlement ('the Trust'))**

An initial engagement meeting between Axis Land Partnerships Ltd and Aylesham Parish Council is being held on Monday 22<sup>nd</sup> January 2024; in order for Axis Land Partnerships Ltd to present the Aylesham South Vision Document to Council.

## **13.Aylesham House**

A future Extraordinary Meeting of the Council will be held to discuss this item.

## **14.Aylesham Development**

### **14.1 Aylesham Development Update Meeting**

File notes have been circulated from the latest meeting.

### **14.2 Dover District Council Project Officer Updates**

The Parish Clerk read aloud the following update received from the Project Officer prior to the meeting:

*"Following a Keep Me Posted article about Derwent Way lighting in December, DDC have not received any queries or complaints from residents about the lights being switched off. I've chased Persimmon for an update on the planning application timeframes so I can provide a further update during our development update meeting on 18th January 2024.*

*Milner Park – CCTV has been installed, however it's currently offline because there is a fault in Market Square and the team are waiting for an updated part to arrive (this should be resolved this week).*

*Dover District Council have circulated comms about brown tail moth and dog waste littering. If the Parish Council could share these comms on their social media platforms that would be helpful."*

### **14.3 To raise or discuss any new or existing development issues.**

Residents in Aylesham are being advised that brown-tail moth has been found in trees and hedgerows in the village.

Dover District Council is addressing the issue on its land by removing their nests – known as tents – from trees and shrubbery.

**Resolved:** It was proposed by G. Armstrong and seconded by D. Fleck that at the next developers meeting, council raise the question of how the Parish Council can get involved in helping with the distribution of information with the community.

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

### **14.4 Market Square Lighting Project**



No update.

**15.Highways Improvement Plan (any updates)**

No update.

**16.Spinney Wood**

No update.

**17.Centenary Committee Working Group (any updates)**

Committee have arranged to meet on Wednesday 17<sup>th</sup> January at 10am.

**18.Car Park Dorman Avenue North**

Council to discuss this item after the 2024/25 budget has been agreed.

**19.Next Meeting Date:** Tuesday 13<sup>th</sup> February 2024.

The Chair congratulated the Parish Clerk on the successful completion of her CiLCA qualification.

**-Meeting closed 21:19-**

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

*Signed.....(Chair)*

Date.....

Aylesham Parish Council meeting February 2024

## January 2024 Full Council Meeting Appendices

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### **Appendix A:**

#### **Dover District Council Communications Officer**

A couple of things that went out on Keep Me Posted (KMP) and the Aylesham Garden Village [website](#) last week:

- <https://www.ayleshamgardenvillage.co.uk/index.php/reminder-to-dog-owners-to-dispose-of-their-pets-waste-responsibly/>
- <https://www.ayleshamgardenvillage.co.uk/index.php/ddc-to-remove-brown-tail-moth-from-trees-and-hedgerows-in-aylesham/>
- I also put this out on KMP and the AGV website last month on the Derwent Way plans:
- <https://www.ayleshamgardenvillage.co.uk/index.php/plans-for-new-lighting-on-public-footpath/>
- A letter drop to 270 homes around the Derwent Way area was also carried out.

### **Appendix B**

#### **Kent County Councillor Steve Manion**

Please convey my apologies for the parish council meeting 9/1 Happy new year to the council The ongoing viability of the authority continues to weigh heavily on our deliberations particularly as we go through the budget setting process As the leader has said “There are significant challenges we as an authority, like many others across the country, are facing; challenges that, rather than shy away from, we have been very open about and are facing head-on. We are not a council that has been reckless with its finances, far from it, and our sound decisions have given us the best possible chance to stave off what has been coming down the track at us. However, we are not immune to the impacts.

Increased costs and demands on our services have meant we have had to face some very hard budgetary decisions. In Kent we have specific issues, such as travel disruption at our ports, and the response to migration and unaccompanied asylum-seeking children. Despite what we shoulder, central government funding has fallen far short. There is no doubt that times are exceedingly tough.”

- Winter service for Kent Highways: from late October until April 2024 Kent County Council are in the ‘Winter Service Programme.’ Kent Highways will be monitoring the weather and proactively gritting roads as conditions warrant.
- Potholes - there is still an active pothole repair programme taking place - £3.9 million has already been spent with another £1.5 million to be completed by the end of November.
- Budgets – Kent County Council has identified measures needed to bring the 2023-24 year in on budget and looking at further savings in 2024-25 to achieve a balanced budget.

### **Appendix C**

#### **Dover District Cllr J Pout**

- The Brown Tail Moth issue is of concern at the moment as detailed in the Dover District Council Communication Officer’s report. There is a meeting planned with Dover District Council and Developers to look at ways to fund tackling the issue.
- We would actively encourage people to report any areas of concern regarding dog fouling.
- Derwent Way Lighting- Persimmon Homes are submitting a new design for new lighting.

**Dover District Cllr C. Woodgate-** nothing to add

### **Appendix D**

#### **Dover District Council Community Development Officer N. Chester**

- The community roots van will be in Heritage Road on 16<sup>th</sup> January 2024.
- The volunteer event on 27<sup>th</sup> November 2023 was a success, with 24 people signing up.
- Shop front grant scheme now has 2 successful applications, with 3 more in progress.

### **Appendix E**

#### **Kent Police**

- Information received that the Parish has a new Beat Officer- PC Bowler.
- The latest report can be viewed here [www.ayleshampc.co.uk/community/aylesham-parish-council-18627/pcso-reports/](http://www.ayleshampc.co.uk/community/aylesham-parish-council-18627/pcso-reports/)

**-End of appendices-**