



AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Date of Issue: 6th June 2023

Dear Councillor

Notice is hereby given that a meeting of the Parish Council will be held at Aylesham House on **TUESDAY 13th JUNE 2023 at 7.00pm** when the business shown on the agenda below will be transacted.

Kate Robinson

Parish Clerk & Responsible Finance Officer to Aylesham Parish Council

1. Those Present
2. Apologies for Absence
3. Declarations of Cllr Interests and any changes to the Register of Interest
4. To confirm the Minutes of Previous meeting held on 23rd May 2023
5. To report any 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 Reports
 - 7.3 Dover District Council Community Development Officer
 - 7.4 Kent Police

Parish Council Meeting Resumes

8. Parish Clerk Report (page 4)
9. Section 101 Delegated Authority (Items to note – none)
10. Finance, Audit & Personnel
 - 10.1 To approve June 2023 payments (page 4)
 - 10.2 To confirm bank signatories for the four-year term until 2027
 - 10.3 To review the effectiveness of the system of Internal Control. Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Clerk to sign.
 - 10.4 To approve the Annual Governance Statement for 2022-2023, Section 1 of the AGAR for the year ending 31 March 2023. The Chair of the meeting and Clerk to sign and date PLUS minute reference.

10.5 To approve the Accounting Statements for 2022-2023, Section 2 of the AGAR for the year ending March 2023 and the supporting Bank Reconciliation as at 31 March 2023 and if necessary, the explanation of the significant variations from last year (2021-2022) to this year (2022-2023). The Chair of the meeting to sign and date PLUS minute reference.

10.6 To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer: from 15th June to 26th July 2023.

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

11. Recreational & Facilities

11.1 Land Hire Agreement – Aylesham Carnival Association – September Carnival

11.2 Play Parks & Market Square – Any new matters/updates

12. Planning

Dover District Local Plan Consultations:

12.1 Sustainability Appraisal: Non-Technical Summary of the Publication Dover District Local Plan (September 2022)

The Sustainability Appraisal Non-Technical Summary summarises the full Sustainability Appraisal Report of the Dover District Local Plan Regulation 19 Submission (October 2022).

12.2 Sustainability Appraisal Addendum and ERRATA Sheet II (May 2023)

The Sustainability Appraisal Addendum provides an update to the Sustainability Appraisal to reflect changes to the Habitats Regulations Assessment which have been made to address representations received from Natural England. In addition, the ERRATA Sheet II clarifies administrative reporting errors relating to 3 sites assessed in the SA: Dover Waterfront (DOV017), Land to the east of Jubilee Road (WOR006) and Farmland lying to the north of Aylesham and to the east of Adisham Road (AYL004).

13. Aylesham Development & Aylesham Development Update Meetings

13.1 Meeting held on 6th June 2023

13.2 To receive any updates on the Demand Responsive Bus Service

13.3 To receive any updates on the Market Square Lighting Project

13.4 To discuss any new or existing issues

14. Aylesham House (any updates)

15. Highways Improvement (any updates)

15.1 To receive any updates on the proposed Zebra Crossing on Dorman Avenue North

15.2 Cooting Road

16. Spinney Wood

16.1 To receive any updates from White Cliffs Countryside Partnership

16.2 To consider a request from Natural England for access to the land to carry out survey work for Living England between April 2023 to October 2025

17. Aylesham & District Community Workshop Trust (any updates)

18. Aylesham Parish Council Four Year Objectives

- 19.**To consider a joint drop-in session for Parish Councillors and Dover District Council
Community Development Officer
- 20.**Next Meeting Date; Tuesday 11th July 2023
- 21.**Items for next Agenda
Requests to are to be emailed from Councillors to the Parish Clerk no later than 10 days
prior to any meeting; together with a report for consideration.

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: Parish Clerk Report

8.1 Aylesham & Snowdown Social Welfare Scheme requesting written support for their funding application for solar panels.

8.2 Kent Police Update

Agenda Item 10.1: June 2023 Payments

| Payee | Expenditure | Invoice No. | Net | VAT | Total |
|---|---|--------------------------|------------|------------|--------------|
| Staff Expenses – Parish Clerk | May Expenses – HP Instant ink | April -May 2023 | £13.74 | £2.75 | £16.49 |
| Staff Expenses – Acting Assistant Clerk | May Expenses - HP Printer Ink £73.38 Mileage to Print Matters 19.2 miles @ 0.45p per mile £8.64 Key Cutting (community noticeboard) £9.00 | Receipts supplied to RFO | £91.02 | N/A | £91.02 |
| Staff Expenses – Caretaker | Park Inspections Mileage May (5 weeks) 4.3 miles per week at 0.45p per mile | N/A | £9.68 | N/A | £9.68 |
| HM Revenue & Customs | PAYE & NI Month 2 June 2023 | 2402 | £374.13 | N/A | £374.13 |
| Laser Mechanical & Electrical Ltd | Annual Boiler Service | 105283 | £155.00 | £31.00 | £186.00 |
| David J Buckett | Internal Audit for 2022/2023 | 1433 | £569.80 | N/A | £568.80 |
| Approved expenditure that has been paid since the last Full Council Meeting (May 2023) | | | | | |
| Kent Association of Local Councils | Subscription 2023/2024 | 8689 | £1,381.25 | £276.25 | £1,657.50 |
| Dover District Council | Removal of dangerous trees - Spinney Wood | 710556 | £380.00 | £76.00 | £456.00 |