



AYLESHAM PARISH COUNCIL

Minutes of **Full Council** meeting held on 13th February 2024 at Aylesham House
SUBJECT TO CONFIRMATION AT THE NEXT MEETING

Prior to the commencement of the meeting Cllr Sutcliffe gave the following speech to commemorate the loss of Cllr William “Billy” Oliver:

“I am sure that I speak for everyone that knew Billy and we are deeply saddened to hear of his passing and our thoughts are with his family and friends.

Billy was a man of extraordinary kindness who carried a sense of community throughout his life after growing up in the village, attending Aylesham schools and then working at Snowdown Colliery.

He was a great community advocate with support to village ventures and worked hard alongside the team dedicated to the Snowdown Regeneration project after the closure of the colliery that sadly did not reach fruition. He believed in the power and strength of unity to support the community and was a valid member of the Aylesham Hub project team.

After leaving the pit he worked locally caring for vulnerable adults and was highly respected in his role.

He was a good listener, colleague and friend and had time for everyone. A man of integrity and dedicated public servant in his role as a Parish Councillor for nearly 30 years and cared deeply about serving the need of constituents. He was a defender of local decision making, a committed public servant and his contribution to the community will be sorely missed.

As a man of the people, he was held with great respect and affection by all that knew him.”

A minutes’ Silence was then held.

1. Those Present

Cllrs S. Bott (Chair); K. Sutcliffe (Vice Chair); J. Flaig; D. Fleck; G. Armstrong; D. Miller; L. Prescott; D. Garrity.

Parish Clerk/RFO K. Robinson; Administration Officer N. Purcell.

Dover District Cllr J. Pout; County Cllr S. Manion.

No other members of the public present.

2. Apologies for Absence

Dover District Cllrs C. Woodgate and M. Mamjan.

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

Cllr S. Bott- Chair of Aylesham Community Trust

Cllr J. Flaig- Member of Aylesham Community Trust & Aylesham in Touch Magazine.

Cllr K. Sutcliffe-Dispensation for Aylesham Heritage Centre.

4. Minutes of previous meeting: January Full Council 2024 (held on 9th January); January 2024 Extraordinary Full Council (held on 16th January)

January Full Council 2024 (held on 9th January)

D. Miller wished to request the following amendment: It was noted that '*D. Miller left the meeting permanently*'. He requested for the minutes to be amended to state "*D. Miller left the meeting due to emergency work commitments.*".

Resolved: It was proposed by G. Armstong and seconded by D. Miller that with the amendment noted above, that the minutes of the meeting held on the 9th January 2024 are a TRUE and ACCURATE record.

Outcome: 7 votes in favour, 1 abstention. Motion carried.

January 2024 Extraordinary Full Council (held on 16th January)

Resolved: It was proposed by J. Flaig and seconded by D. Miller that the minutes of the Extraordinary Meeting held on 16th January 2024 are TRUE and ACURATE record.

Outcome: All in favour, motion carried.

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

Parish Clerk gave an update regarding the ongoing matter of flooding on Aylesham Road with the junction of Holt Street in Snowdown. Aylesham Parish Council reported the issue initially back in November 2023, the Kent County Council website states that the gulleys are 'due to be cleared'. Flooding is still an issue and dangerous for pedestrians and vehicles due to no warning signs. County Cllr Manion is escalating the matter through Kent County Council.

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 Updates

7.1 County Councillor

See Appendix A.

Cllr Manion left the meeting- 19:13

7.2 District Councillor

See Appendix B.

Cllr Pout Left the meeting- 19:27

7.3 Dover District Council Community Development Officer

See Appendix C.

7.4 Kent Police

No report.

19:27 Parish Council Meeting Resumes

8. Parish Clerk Report

8.1 Adoption of Complaints Policy

A draft Complaints policy was circulated to Councillors ahead of the meeting.

Resolved: It was proposed by D. Garrity and seconded by G. Armstrong for Aylesham Parish Council to adopt the Complaints Policy.

Outcome: 7 in favour, 1 abstention. Motion carried.

8.2 Complaint, second discussion (as per January meeting) - Confidential to be held under the Public Bodies (admission to meetings) Act 1960

19:36 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 K. Sutcliffe and seconded by G. Armstrong to move to a closed session for item 8.2.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe to send the drafted response, as presented.

Outcome: 7 votes in favour, 1 vote against. Motion carried.

Closed session ended 19:51

8.3 Reported Bridlepath sign EE298 (Aylesham Road) is laying down, possible vehicular damage, photographs were provided.

Actioned: Reported to Kent County Council.

8.4 KALC Annual Planning Conference 12th March 2024 – Details circulated to Cllrs in advance of the meeting.

Resolved: It was proposed by K. Sutcliffe and seconded by D. Garrity that Cllrs D. Fleck and J. Flaig attend the KALC Annual Planning Conference at a cost of £70 plus VAT per person.

Outcome: All in favour, motion carried.

9. Section 101 Delegated Authority

None.

10. Finance, Audit & Personnel Committee

10.1 February 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	February Expenses HP Instant ink	February 2024	£18.39	N/A	£18.39
Staff Expenses – Caretaker	Park Inspections Mileage January (4 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74
Staff Expenses Assistant Clerk	Park Inspections (A/L Cover) January (1 week) 4.3 miles per week at 0.45p per mile	N/A	£1.85	N/A	£1.85
HMRC	PAYE February 2024	2410	£1,359.01	N/A	£1,359.01
Castle Shredding Ltd	Security shredding – Aylesham House 20 bags	SI-106186	£150.00	N/A	£150.00
Expenditure that has been paid since the last Full Council Meeting (January 2024) as per Financial Regulations item 5.5					
Christopher Cooney	Window Cleaning	204	£40.00	N/A	£40.00
Envisage Groundcare Ltd	Christmas Tree Removal	1542	£100.00	£20.00	£120.00
Dover District Council	Building Control Application Fee	FP/23/09689	£271.88	N/A	£271.88
HMRC	PAYE January 2024	2409	£1,414.86	N/A	£1,414.86

Resolved: It was proposed by K. Sutcliffe and seconded by D. Garrity that the February 2024 payment schedule is approved.

Outcome: All in favour, motion carried.

10.2 Q3 Accounts October – December 2023

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe to approve the Quarter 3 Accounts.

Outcome: All in favour, motion carried.

10.3 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 K. Sutcliffe to move to a closed session for item 10.3.

Outcome: All in favour, motion carried.

Administration Officer left the meeting 19:57

Resolved: To change the job title of Parish Clerk & Responsible Finance Officer to Chief Executive Officer & Responsible Finance Officer. Proposed by K. Sutcliffe, seconded J. Flaig.

Outcome: 7 in favour, 1 abstain. Motion carried.

Resolved: The role of Chief Executive Officer & Responsible Finance Officer weekly working hours increased to 32 hours on SCP 46 from 1st April 2024. Proposed by G. Armstrong, seconded K. Sutcliffe.

Outcome: 7 in favour, 1 against. Motion carried.

Resolved: Deputy Officer role to be created from 1st April 2024 employed for 25 hours per week on SCP 33; in accordance with UK Employment Law. Proposed by J. Flaig, seconded D. Miller.

Outcome: 7 in favour, 1 against. Motion carried.

Resolved: To change the job title of Assistant Clerk to Assistant Officer, and salary to be increased up to SCP 21 from 1st April 2024; subject to a satisfactory appraisal as per the Confidential February 2024 Staff Matters Report item. Proposed by K. Sutcliffe, seconded by J. Flaig.

Outcome: 7 in favour, 1 abstain. Motion carried.

Resolved: To implement the Confidential February 2024 Staff Matters Report item 5 at the appropriate time after 1st April 2024, in accordance with UK Employment Law. Proposed by K. Sutcliffe, seconded J. Flaig.

Outcome: 7 in favour, 1 abstain. Motion carried.

Resolved: To implement the Confidential Staff Matters Report item 6 at the appropriate time after 1st April 2024 in accordance with UK Employment Law. Proposed by K. Sutcliffe, seconded D. Garrity.

Outcome: 7 in favour, 1 against. Motion carried.

Resolved: To implement the Confidential Staff Matters Report item 7 at the appropriate time after 1st April 2024 in accordance with UK Employment Law. Proposed by G.

Armstrong, seconded D. Garrity.

Outcome: 7 in favour, 1 against.

Administration Officer returned 20:22

11. Recreational & Facilities Committee

No items to discuss.

12. Planning, Environment & Transport Committee

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

The meeting took place on 22nd January 2024. File notes have since been circulated to Councillors. Parish Clerk noted to Council that for full transparency these file notes and the Axis Land Partnerships Ltd "Aylesham South Vision Document" will be made available on Aylesham Parish Councils' website.

13. Aylesham House

Councillors were provided with a detailed information pack with all documentation involving Aylesham House. Councillors were advised that the following matters be actioned before a decision is made on Aylesham House:

- An up-to-date Structural Survey. Karl Kohls Chartered Surveyors have quoted **£1,150 plus VAT**. This is being offered at a reduced rate.
- A CCTV Drainage Survey. Drain Detectives have quoted **£395 plus VAT**.
- Inspection of both main roof and side roof- **Quotes being sought**.
- Electrical Installation Condition Report- One Call Electrical have quoted **£230 plus VAT**.
- Display Energy Certificate- **Quotes being sought**.
- Gas Boiler Annual Service and inspection – Laser M.E have quoted **£212.50 plus VAT**.

Resolved: It was proposed by G. Armstrong and seconded by D. Garrity that the Parish Clerk proceeds with all recommended actions as listed above, in preparation for an Extraordinary Meeting for Aylesham House.

Outcome: All in favour, motion carried.

Resolved: It was proposed by J. Flaig and seconded by K. Sutcliffe that an Extraordinary Meeting be held on 21st March 2024, 10:30 am to discuss Aylesham House.

Outcome: All in favour, motion carried.

14. Aylesham Development

14.1 Aylesham Development Update Meeting

Minutes and issues log circulated to Councillors prior to the meeting.

14.2 Dover District Council Project Officer Development Updates

Parish Clerk read aloud the following update that has been provided:

- Cllr Pout reported a swing missing in Neighbourhood play park this morning – I will investigate.
- I have chased Persimmon again yesterday regarding the planning application for Derwent Way lighting. Persimmon's technical team are working on the plans for this. I will keep chasing this. A resident has reported their concerns about a bench along this route. I have forwarded the details to Persimmon.
- Neil, Marijke and I will be out in the Community Roots van tomorrow 1pm-3pm by Heritage Road.
- Heritage Road part-play park closure – Persimmon will give us four weeks' notice before they close the rear of the play park. The Site Manager has advised the closure is likely to start end of April – May. We will circulate a comms to residents once we know the exact timeframes.
- BDW Homes have offered to arrange a site visit event for children attending Aylesham Primary School and St Joseph's School. We are looking to arrange this in the spring when the weather is better.
- Funding for the Community Officer role expires this year. Neil will be in post (3 days a week) until 31 July 2024.

Resolved: It was proposed by D. Garrity and seconded by D. Miller for further clarification in writing as to why Heritage Road Park needs to be part closed.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Garrity and seconded by D. Fleck to withdraw from future Aylesham Development Update Meetings.

Outcome: All in favour, motion carried.

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

A photograph was circulated to Councillors prior to the meeting with a suggestion of where the road signage could be placed (near the benches on the right-hand side, if looking from the road)

Resolved: It was proposed by D. Fleck and seconded by D. Garrity to send the proposed location to Dover District Council.

Outcome: All in favour, motion carried.

14.4 Market Square Lighting Project

UK Power Networks work to connect feeder pillar should be at the end of February/March - date to be confirmed.

15. Highways Improvement Plan

Awaiting speed survey results for Cornwallis Avenue, Boulevard Courrieres.

16. Spinney Wood

Seven dangerous trees identified by the White Cliffs Countryside Partnership, who manage the wood on behalf of Aylesham Parish Council. The dangerous trees are near to, or overhanging footpaths meaning that these are urgently required to be removed.

White Cliffs Countryside Partnership have sought a quote from Leaf Services Ltd for their removal.

Resolved: It was proposed by D. Garrity and seconded by D. Fleck to instruct White Cliffs Countryside Partnership to proceed with Leaf Services Ltd quotation for the removal of the seven dangerous trees at a cost of £2,100 +VAT.

Outcome: All in favour, motion carried.

17. Centenary Committee Working Group

The working group met recently, and are planning the following:

- To set up a constitution, with own bank account
- To set up own email address
- To contact Aylesham In Touch to get something in the magazine
- To create own logo
- To draft an invitation to other community groups
- To meet again on 17th April 2024.

18. Car Park Dorman Avenue North – Confidential to be held under the Public Bodies (admission to meetings) Act 1960

21:06 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 Matters, it was proposed by D. Miller and seconded by K. Sutcliffe to move to a closed session for item 18.

Outcome: All in favour, motion carried.

Resolved: It was proposed by J. Flaig and seconded by G. Armstrong that the Co-Op are asked for a timescale to resolve the issues surrounding the car park.

Outcome: All in favour, motion carried.

Closed session ended 21:14

19. 80th Anniversary of the D-Day Landings

The Churches in the Parish have been contacted to see if they are planning anything.

20. Next Meeting Date

Tuesday 12th March 2024.

-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 March 2024

Appendix A

Kent County Councillor Manion

- Cllr Manion offered his Condolences at the sad loss of Cllr Oliver.
- Budget update: Kent County Council are still working on making savings. To achieve this Kent County Council are looking at an alternative- applying a s114- which means the use of statutory services only.
- Kent & Medway Fire and Rescue have also held their budget meeting and have been identified as the best service in the country.

Appendix B

District Councillor Pout

- Cllr Pout echoed Cllr Manion's condolences regarding Cllr Oliver and added that it is extremely sad to see the empty seat at the table.
- Dover District Council's budget is looking healthy, last year there was a £1million deficit. To overcome this, rather than cutting services Dover District Council have been looking at efficiencies in services.
- DEFRA are currently withdrawing their responsibilities, so Dover District Council are footing the bill currently and looking into the legalities of the situation.
- Cllr Pout mentioned that Kent County Council will be marketing the former Aylesham Youth Centre site.
- Reported a broken swing in Neighbourhood Park.
- Have continued to challenge why contractors are storing waste material at School Square.
- Aylesham & Snowdown Social Welfare Scheme: Regular meetings are taking place to make sure the dedicated sports hall happens. Planning drawings are being prepared for public consultation.
- The household support fund is being withdrawn, so Dover District Council are looking at options to expand the excellent services that community groups currently do. Dover District Council do not want to tread on toes but instead compliment and work with others.

Appendix C

Dover District Council Community Development Officer

Sports spectacular

- Dover District Council will be holding a sport spectacular event on the 11th April 2024 at the Duke of York Military school. The event has been put together as a drive to encourage those who live within our district to become more active. This exciting event will feature:
 - All local clubs who offer sporting activities to individuals of all ages, including those who are part of our Inspire project.

- All Sports National Governing Bodies relevant to the clubs already established along with other with the aim to introduce new sports activities.
- Session where those who visit and not already involved with a particular sport can try it out.
- As mentioned, the aim of the day to encourage members of the public to become more involved with sporting activities but we are also giving the local clubs the opportunity to speak to their respective National Governing Body so they can receive additional support from them also.
- The event will begin at 12pm and finish at 5pm. A detailed schedule of which clubs will be attending, which will be sent out prior to the event day.
- You are all welcome to come along.

Shop front grant.

- At the time of writing, we have approved two businesses with another two pending panel decision. Many of the businesses in Aylesham are still to apply so would like them to be encouraged by all as would be a great shame to miss out on this great opportunity.
- The current grant has been extended until 31st March 24

Attlee Avenue clearing behind fire station

- The area between the Attlee Avenue Play Park area and the back of the fire station will be re-addressed again once the ground is suitably firm. There will be another layer taken off the top, then top soiled and seeded.
- This will then be added to the parks and open spaces maintenance log for upkeep.

-End of appendices-