



AYLESHAM PARISH COUNCIL

Aylesham House
Dorman Avenue South
Aylesham CT3 3AD

Date of Issue:
16th May 2023

Dear Councillor

NOTICE IS HEREBY GIVEN THAT the ANNUAL MEETING OF THE PARISH COUNCIL will be held at Aylesham House on TUESDAY 23rd MAY 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. Election of Chair for the Council year 2023-2024
4. Signing of Acceptance of Office – Chair
5. Election of Vice-Chair for the Council year 2023-2024
6. Signing of Acceptance of Office – Vice-Chair
7. Election to members to Committees for the Council year 2023-2024
8. Election of Committee Chair for 2023-2024
 - 8.1 Finance, Audit & Personnel
 - 8.2 Planning, Environment & Transport
 - 8.3 Recreational & Facilities
9. Policy Reviews and Adoption for 2023-2024
10. Appointing Representatives to offer support to external groups (if they are in agreement) for the Council year 2023-2024
11. To receive the Calendar of Meetings for the Council year 2023-2024 (Full Council & Committees)
12. The Chair's opening remarks
13. Declarations of Cllr interests and changes to the Register of Interest
14. To confirm the Minutes of Previous meeting held on 11th April 2023
Minutes of Parish Council Meeting held on 14th March 2023 to be agreed and signed as a true record.
15. 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.
16. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)

- 17. External Reports
 - 17.1 County Councillor Report
 - 17.2 District Councillor Reports
 - 17.3 Dover District Council Community Development Officer
Parish Council Meeting Resumes
- 18. Parish Clerk Report (page 3)
- 19. Section 101 Delegated Authority (items to be noted by Council, page 3)
- 20. Finance, Audit & Personnel
 - 20.1 To approve May 2023 payments (page 4)
 - 20.2 To consider and approve the Kent Association of Local Councils Annual Subscription 2023/2024
 - 20.3 Staff Matters - **Confidential to be held under the Public Bodies (admission to meetings) Act 1960**
 - 20.4 Zoom Subscription
- 21. Recreational & Facilities
 - 21.1 Land Hire Agreement – Aylesham 4 Aylesham Application July 2023 (second discussion)
 - 22.2 Play Parks & Market Square – Any new matters/updates
- 22. Planning
 - 22.1 Kent County Council Public Right of Way Consultation request
Proposal: Proposed Diversion of part of Public Footpath EE291 and EE291A at
Location: Aylesham (postcode: CT3 3AX)
 - 22.2 Kent County Council Public Right of Way Consultation request
Proposal: Proposed Diversion of part of Public Footpath EE288 and EE461
Location: Aylesham ref: 0130 (postcode: CT3 3HH)
 - 22.3 Kent County Council Public Right of Way Consultation request
Proposal: Proposed diversion of Public Footpath EE461 (part)
Location: Aylesham (Postcode: CT3 3GT)
 - 22.4 Dover District Council Planning Reference 23/00492
Proposal: Erection of two storey rear extension (conservatory to be demolished)
Location: 59 Milner Crescent, Aylesham CT3 3BJ
- 23. Aylesham Development & Aylesham Development Update Meetings
 - 23.1 To discuss and note the Dover District Council Meeting Notes of 18th April 2023
 - 23.2 To receive any update on the Demand Responsive Bus Service
 - 23.3 To receive any updates on the Market Square Lighting Project
 - 23.4 To discuss any new or existing issues
- 24. Aylesham House (any updates)
 - 24.1 To receive any updates on the Planning Application
- 25. Highways Improvement (any updates)
 - 25.1 To receive any updates on the proposed Zebra Crossing on Dorman Avenue North
- 26. Spinney Wood
 - 26.1 To receive any updates from White Cliffs Countryside Partnership
- 27. Aylesham & District Community Workshop Trust
 - 27.1 To receive any updates on the meeting to be held with A&DCWT & APC Officers
- 28. Next Meeting Date; Tuesday 13th June 2023

29. Items for next Agenda

Requests to are to be emailed from Cllrs to the Parish Clerk at least 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 18: Parish Clerk Report

18.1 Email received from resident reporting overgrown vegetation in the PROW EE291 along Cornwallis Avenue.

Actioned: Reported to Kent County Council to action.

18.2 Email received from resident highlighting that the parking problems on Dorman Avenue South outside the Baptist Church are still of concern.

Actioned: Resident advised to continue to report the issues to Dover District Council parking enforcement with dates and times; once reported to Dover District Council Aylesham Parish Council could escalate this to District Councillors.

18.3 Dover Police Community Safety Unit Team invite to the quarterly 'Dover Police – District Town and Parish Council Meeting' at 18.00pm on Tuesday 23rd May 2023. The meeting is to be hosted by Inspector Barrell of the Dover Community Safety Unit and will cover aspects of the new Neighbourhood Policing model, as well as other matters that are relevant to the communities they serve.

These quarterly meetings are intended to provide engagement opportunities with our local Police service in the interim period before the new Kent Police Neighbourhood Policing model is embedded and ensures Kent Police's commitment to listen and engage with local representatives.

Actioned: Unable to attend this time due to our Annual Council Meeting. Apologies have been sent.

Agenda Item 19: S101 Delegated Authority

19.1 Dover District Council Planning Application Reference 23/00490

Proposal: Conversion of part stable outbuilding to form study/studio accommodation. Works include: Insertion of 1no door and window to front elevation. Insertion of 2no windows to rear elevation. Insert burner flue to North side elevation. Internal works include dry lining, inserting suspended floor, wall and ceiling upgrades. Insert partitions to form separate utility/washroom.

Location: Ratling Court, Ratling Road, Aylesham

Outcome: Four Councillors responded, three in favour of 'no comment'; one objection. A Consultee response of 'no comments' were submitted to Dover District Council.

Agenda Item 20.1: May 2023 Payments

Payee	Expenditure	Invoice Number	Net	VAT	Total
Staff Expenses – Parish Clerk	Zoom subscription – May	N/A	£15.39	N/A	£15.39
Payments previously made in May (as per Financial Regulations 5.2)					
Envisage Grounds Maintenance Ltd	Grounds Maintenance April 2023	1324	£778.00	£155.60	£933.60
Staff Expenses – Caretaker	Park Inspections Mileage April (4 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74
Print Matters Ltd	Printing 2,054 pages Cllr & Officer Packs	13561	£78.00	N/A	£78.00
Ovenden Allworks Ltd	Installation of Noticeboard	2944	£250	£50	£300
Noticeboard Company (UK) Ltd	Noticeboard	20544	£1,043.00	£208.60	£1,251.60
Christopher Cooney	Window Cleaning	174	£35	N/A	£35
Rialtas Business Solutions Ltd	Annual invoice for accounting software, plus support & maintenance	SM28011	£131.99	£26.40	£158.39
Rialtas Business Solutions Ltd	Year End 22/23 Accounts Closedown	30490	£755.00	£151.00	£906.00
Safeplay Playground Services Ltd	Quarterly (April) Independent Playground Inspections	23703	£10.00	£2.00	£12.00