



## **AYLESHAM PARISH COUNCIL**

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Date of Issue: 6<sup>th</sup> January 2024

Dear Councillor

Notice is hereby given that a meeting of the Parish Council will be held at Aylesham House on **Tuesday 13<sup>th</sup> February 2024 at 7.00pm** when the business shown on the agenda below will be transacted.

### **Parish Clerk & Responsible Finance Officer to Aylesham Parish Council**

1. Those Present
2. Apologies for Absence
3. Declarations of Cllr Interests, Dispensations and any changes to the Register of Interest
4. Minutes of previous meeting: January Full Council 2024 (held on 9<sup>th</sup> January); January 2024 Extraordinary Full Council (held on 16<sup>th</sup> January)
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 Updates
  - 7.1 County Councillor
  - 7.2 District Councillor
  - 7.3 Dover District Council Community Development Officer
  - 7.4 Kent Police

### **Parish Council Meeting Resumes**

8. Parish Clerk Report
9. Section 101 Delegated Authority - None
10. Finance, Audit & Personnel Committee
  - 10.1 February 2024 Payment Schedule (page 3)
  - 10.2 Q3 Accounts October – December 2023
  - 10.3 Staff Matters – **Confidential to be held under the Public Bodies (admission to meetings) Act 1960**
11. Recreational & Facilities Committee – None

- 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'))
- 13. Aylesham House**
- 14. Aylesham Development**
  - 14.1** Aylesham Development Update Meeting
  - 14.2** Dover District Council Project Officer Development Updates
  - 14.3** To raise or discuss any new or existing development issues
  - 14.4** Market Square Lighting Project
- 15. Highways Improvement Plan**
- 16. Spinney Wood**
- 17. Centenary Committee Working Group**
- 18. Car Park Dorman Avenue North – Confidential to be held under the Public Bodies (admission to meetings) Act 1960**
- 19. 80<sup>th</sup> Anniversary of the D-Day Landings**
- 20. Next Meeting Date: Tuesday 12<sup>th</sup> March 2024**

Close of Meeting

**Councillors to note that October Agenda items requests to are to be emailed to the Parish Clerk no later than 10 working days prior to any meeting; together with a report for consideration for the Parish a clerk to include the item on the 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 Administration Officer know in advance if you wish to speak on 07830 35387.**

## **Agenda Item 8: Parish Clerk Report**

**8.1** Adoption of Complaints Policy

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

**8.3** Reported Bridlepath sign EE298 (Aylesham Road) is laying down, possible vehicular damage. Photographs provided and reported to Kent County Council.

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

## **Agenda Item 9.1 Section 101 Delegated Authority**

None.

## **10.1 February 2024 Payment Schedule**

<b>Payee</b>	<b>Expenditure</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
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
<b>Expenditure that has been paid since the last Full Council Meeting (January 2024) as per Financial Regulations item 5.5</b>					
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