



AYLESHAM PARISH COUNCIL

Notice of Meeting

I hereby summon you to a **MEETING of AYLESHAM PARISH COUNCIL** to be held at **Aylesham House on Tuesday 8th November 2022 at 19.00pm**

Notice dated 2nd November 2022

K. Robinson Parish Clerk & RFO of the Parish Council

Business to be transacted

1. Those Present

2. Apologies For Absence

3. Declaration of Interest

To receive any declaration of interest from Members in respect of business to be transacted on the agenda

4. Minutes of Previous Meeting; October 2022

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 Reports

7.1 County Councillor Report

7.2 District Councillor Report

7.3 DDC Community Development Officer

7.4 Police Report

Parish Council Meeting Resumes

8. Parish Clerk Report (Correspondence, page 4)

9. Section 101 Delegated Authority (items to be noted by Council, see page 5)

10. Recreational & Facilities

10.1 Market Square

- Future Memorials
- Pit Wheel
- Any new matters/updates

10.2 Attlee Avenue Play Park

- Any new matters/updates

10.3 Skate Park

- Independent quarterly inspection & repair quotes
- Any new matters/updates

10.4 Snowdown Recreational Field

- Any new matters/updates
- Independent quarterly inspection and repair quotes

11. Finance, Audit & Personnel

11.1 October 2022 Electronic Payment Schedule Approval (page 6)

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

11.3 The Pantry - Funding request

11.4 Warm Spaces - Funding request

11.5 Draft Budget 2023/2024

12. Planning

12.1 Dover District Draft Local Plan Regulation 19

- Formal Response: Draft Local Plan; Sustainability Appraisal, Habitat Regulation Assessment Consultation and Infrastructure Delivery Plan Draft Consultation
- Public Meeting (as per item 9.4)
- Request from Shepherdswell PC to meet with them and Eythorne PC to discuss a possible joint response

12.2 Canterbury City Draft Local Plan Regulation 18 Response

- Formal Response: Policy R1 Land at Cooting Farm, Policy R20 Aylesham South
- Update from informal meeting with Adisham PC, Littlebourne PC, Bekesbourne PC, Womenswold PC and Wingham PC

13. CCTV

13.1 Update from Dover District Council

13.2 Service Level Agreement

14. Aylesham Development

14.1 Aylesham Development Update Meeting to be held on 15th November 2022

- Derwent Way Public Right of Way Lighting Presentation – Persimmon Homes
- Market Square Lighting Project
- Any new issues arising

15. Aylesham House (any updates)

16. Highways Improvement Plan (any updates)

17. Car Park (Dorman Avenue North)
18. Spinney Wood
 - 18.1 Quote to remove wire mesh suspended from trees
 - 18.2 Any updates/new matters
19. Bus Services (bus cuts, overcrowding at peak school times)
20. Remembrance Day 2022
21. To receive and consider written applications for the office of Parish Councillor and to Co-Opt candidates to fill the vacancies on Aylesham Parish Council
22. Next Meeting Date; Tuesday 10th January 2023
23. Items for next Agenda

This notice must be sent by email to every Councillor three clear days before the meeting.

For members of the public:

Anyone wishing to speak on an item must contact the Clerk, in advance of the meeting by email no later than 4pm on the day of the meeting: clerk@ayleshampc.co.uk

www.ayleshampc.co.uk

Agenda Item 8. Parish Clerk Report

8.1 Telephone call received from a resident asking for confirmation of the date, time and location for the public exhibition of the DDC Local Plan Reg 19 documents. The resident also explained that they had been shown a copy of the Aylesham Parish Council's draft response by Cllr Prescott to the Dover District Council Local Plan Regulation 19 and expressed their disappointment that their property was not mentioned in the response.

8.2. Email/letter received from St Peter's Church regarding their Aylesham Christmas Tree Festival 17th – 24th December. The festival is for local organisations to provide an artificial tree decorated in a way that best represents what they do. Local residents visiting the festival can nominate their favourite to win.

8.3 Email invitation from Womenswold Parish Council to attend joint informal meeting with Adisham Parish Council regarding Canterbury City Council's Draft Local Plan.

8.4 Email received from Shepherdswell Parish Council about considering a joint response with them and Eythorne Parish Council in relation to Dover District Draft Local Plan Regulation 19 Consultation. Council to discuss under item 12.1.

8.5 Email received from Father Jeff of The Parish of the Good Shepherd St Parul's Dover & St Finbarr's Aylesham to advise that he is retiring in January 2023 and that Father Leo their curate will take over. Father Jeff gave thanks and sent prayers to all of Aylesham.

8.6 Email from Kent Association of Local Councils. Their AGM is to be held on Saturday 19th November 09.30am-12.30pm at Ditton Community Centre, Aylesford. As a Member of KALC we can send two representatives to the meeting, and they are asking for a contribution of £5 per person towards lunch.

8.7 Email from Womenswold Parish Council requesting joint meeting to discuss Canterbury City Draft Local Plan Regulation 18 Consultation with Adisham PC also in attendance (see item 12.2.1).

Agenda Item 9. S101 Delegated Authority (to be noted by Council)

9.1 Planning Application 22/01301

Location: 36 Hyde place **Proposal:** Erection of a front porch

Outcome: 3 councillors responded with 'no comment' and 4 councillors did not respond. Therefore, a submission of 'no comment' was made using s101 delegated authority.

9.2 Planning Application: 22/01309

Location: 2 Ratling Road **Proposal:** Erection of a detached dwelling, recycle/bin store and creation of parking (existing outbuilding to be demolished)

Outcome: 3 councillors objected to this proposal; 1 councillor responded with 'no comment'. 3 councillors did not respond. Therefore, a submission was made objecting to this application using s101 delegated authority.

9.3 Draft Local Plan Aylesham In Touch Expenditure:

Expenditure for an A3 special edition of Aylesham In Touch Magazine. 8 pages stapled with Christmas information one side, and then an alternative front on back with Draft Local Plan content. Printing cost £500 plus delivery (to all households in the Parish: Snowdown & Aylesham) £200 EXC.VAT This special edition would be "published and printed" by Aylesham Parish Council.

Outcome: 5 councillors responded in favour of this expenditure, 1 against. Therefore, expenditure was authorised using s101 delegated authority.

9.4 Public Meeting Regarding Dover District Draft Local Plan Regulation 19 Consultation

Suggestion from Clerk made to host a second public exhibition/meeting around mid-November (date to be confirmed) – when hopefully the word will have spread more/people informed about the consultations on the Dover District Draft Local Plan taking place. District Cllr Keen will ask for a Planning Officer/Local Plan Officer to attend this meeting where they can explain/present and answer any questions residents may have.

Outcome: 4 councillors responded in favour of this meeting; 3 councillors did not respond. Therefore, this will be actioned using s101 delegated authority.

Agenda Item 11.1 November 2022 Electronic Payment Schedule:

Payee	Expenditure	Invoice Number	Net	VAT	Total
Envisage Groundcare Ltd	October 2022 Grounds Maintenance	-	£768	£153.60	£921.60
Aylesham in Touch (Aylesham Hub Ltd)	Aylesham Village News Special Local Plan edition – four tabloid pages plus household delivery	VN11/22/APC	£700	N/A	£700
Christopher Cooney (Clean & Simple Window Cleaning)	Window Cleaning – Aylesham House	149	£35	N/A	£35
Safeplay Playground Services	Quarterly Operational Playground Inspection Report	22160	£10	£2	£12
Staff Expenses – Parish Clerk	Zoom Subscription – October & November 2022	N/A	£28.78	N/A	£28.78
Staff Expenses – Caretaker	Park Inspections Mileage September (1 week) & October (3 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74