



AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Date of Issue: 7th December 2023

Dear Councillor

Notice is hereby given that a meeting of the Parish Council will be held at Aylesham House on **Tuesday 9th January 2024 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, Dispensations and any changes to the Register of Interest
4. Minutes of previous meeting: November 2023
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 (page 3)
10. Finance, Audit & Personnel Committee
 - 10.1 January 2024 Payment Schedule (page 3)
 - 10.2 Staff Matters – **Confidential to be held under the Public Bodies (admission to meetings) Act 1960**
 - 10.3 To approve the Budget for Council Year 2024/2025
 - 10.4 To approve the Precept for Council Year 2024/2025
11. Recreational & Facilities Committee
 - 11.1 Project Expenditure Request 2023/2024

- 12. Planning, Environment & Transport Committee**
 - 12.1** Dover District New Local Plan – Aylesham South: Axis Land Partnerships (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. Next Meeting Date: Tuesday 13th February 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

Due to the Christmas period, any items to note or action will be given at the meeting.

Agenda Item 9.1 Section 101 Delegated Authority

Full Council

Outline: Urgent pothole repairs required at the car park on Dorman Avenue North at the rear of the Co-Op, within the Aylesham Parish Council freehold area.

Ovenden Allworks Ltd quoted for:

“To saw cut and cleanout existing potholes. Supply, lay and compact tarmac allowance 1t SMA10.”

£1,483.50 plus VAT.

Councillor responses: 5 Councillors including the Chair and Vice Chair supported the car park repairs and to proceed with the quotation from Ovenden Allworks Ltd as noted above. 4 Councillors did not respond.

Outcome: Ovenden Allworks Ltd quotation for the repairs were approved.

10.1: January 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	January Expenses – HP Instant ink January	January 2024	£16.39	N/A	£16.39
Staff Expenses – Caretaker	Park Inspections Mileage November & December (7 weeks) 4.3 miles per week at 0.45p per mile	N/A	£13.55	N/A	£13.55
Staff Expenses Assistant Clerk	Park Inspections (A/L Cover) December (1 week) 4.3 miles per week at 0.45p per mile	N/A	£1.85	N/A	£1.85
Expenditure that has been paid since the last Full Council Meeting (November 2023) as per Financial Regulations item 5.5					
Staff Expenses Parish Clerk	December Expenses – HP Instant Ink, Cleaning Products AH	December 2023	£68.76	N/A	£68.76
Christopher Cooney	Window Cleaning	198	£40.00	N/A	£40.00
EJ Clough	Christmas tree, plus delivery & installation	1688	£440	£88.00	£528.00
Scatter & Slice Mrs A Coveney	Catering Christmas Function – Deposit	196	£30.00	N/A	£30.00
SLCC Enterprises	Staff Review 2023	685	£837.50	£167.50	£1,005.00
Aylesham Community Trust (A&DCWT)	Common Room Hire 12/12/2023	Hire Agreement	£70 plus £100 deposit	N/A	£170.00

Envisage Groundcare Ltd	November 2023 Invoice	1508	£843.00	£168.60	£1,011.60
Kent Association of Local Councils	Councillor Training 'Communicating with your Community Part 2' J. Flaig	8437672939	£37.00	£7.40	£44.40
Kent Association of Local Councils	Councillor Training 'Mastering Planning Application Responses' D. Fleck & J. Flaig	8475246629	£100.00	£20.00	£120.00
Kent Association of Local Councils	Councillor Training 'Chairing Meetings Effectively' D. Fleck	8475267429	£37.00	£7.40	£7.40
Ovenden Allworks Ltd	Pothole Repairs - Car Park To saw cut and cleanout existing potholes. Supply, lay and compact tarmac allowance 1t SMA10	3171	£1,483.50	£296.70	£1,780.20
HMRC	PAYE October 2023	2406	£1,420.74	N/A	£1,420.74
HMRC	PAYE November 2023	2407	£1,289.39	N/A	£1,289.39
HMRC	PAYE December 2023	2408	£2,264.23	N/A	£2,264.23
Tim Moya Tree Services Ltd	Tree Condition Survey – Market Square	Inv-30400	£795.00	£159.00	£954.00
Staff Expenses – Assistant Clerk	Replacement Laptop Power Cable	N/A	£34.99	N/A	£34.99