



AYLESHAM PARISH COUNCIL

Minutes of **Full Council** meeting held on **12th March 2024** at Aylesham House
SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

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

Officer in attendance: Administration Officer N. Purcell.

Dover District Cllr J. Pout.

No other members of the public were present.

2. Apologies for Absence

Kent County Cllr S. Manion.

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

S. Bott- Chair of Aylesham Community Trust.

J. Flaig- Trustee of Aylesham Community Trust.

K. Sutcliffe- Dispensation regarding Aylesham Heritage Centre.

19:02 Meeting is suspended for up to 15 minutes to allow discussion with Members of the Public present at the meeting:

4. Public Participation Period

None.

5. External Reports (Updates)

5.1 County Councillor

See Appendix A.

5.2 District Councillor

See Appendix B.

5.3 Dover District Council Community Development Officer

See Appendix C.

5.4 Kent Police

No report received.

Chief Executive Officer emailed PC Bowler on 27th February 2024 to see when he will be available to attend a Full Council meeting to meet Council; and requested more recent reports to share with Members and the community; to date there has been no response.

19:07 Parish Council Meeting Resumes

6. Minutes of previous meeting: February 2024

Resolved: It was proposed by K. Sutcliffe and seconded by D. Fleck that the minutes of the meeting held on 13th February 2024 are a TRUE and ACCURATE record.

Outcome: All in favour, motion carried.

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

J. Flaig raised the flooding at Snowdown, this is minuted under item 8.5.

8. Chief Executive Officer Report

8.1 Octopus Energy Business is now the supplier, fixed for two years for Gas and Electricity at Aylesham House; with the Skate Park also to transfer over from British Gas which had gone onto variable rate for all three agreements. After due diligence Octopus Energy for Business was found to be the supplier with the best rates for Aylesham Parish Council.

Action: Noted by Council.

8.2 Member of public contacted Aylesham Parish Council regarding overgrown bushes adjacent to the footpath on Burgess Road near to the junction with Ratling Road.

Actioned: Reported to Kent County Council. Email received today, updating the status of the report as 'resolved'.

8.3 Raised paving slabs near to Aylesham Station/car park that were reported by a resident previously; Network Rail and Kent County Council have both now said they are not responsible for this area so Property Services at Dover District Council have been contacted (due to Parks and Open Spaces maintaining all the shrubs in the area, and prior discussions with Dover District Council about the car park); Property Services are now investigating and will come back to Officers'.

Action: Noted by Council.

8.4 Invitation to Councillors from 20th Deal (Aylesham) Cornwallis Scout Group to their 'Jack and The Beanstalk' performances on Monday 25th March 2024 at either 5.15pm or 7.15pm. Responses are required from all Cllrs if attending or not as we need to RSVP.

Actioned: S. Bott wished to attend the 7.15pm performance.

8.5 Contact was made again with Kent County Council regarding the persistent flooding on Aylesham Road with the junction of Holt Street in Snowdown. Aylesham Parish Council first reported it in November 2023 (and previously prior to this). Concerns were raised to their emergency response line that the flooding was appearing to get worse, causing danger to both pedestrians and vehicles with no warning signs in place for either. Chief Executive Officer was informed that their Flood Officers would visit the site as an emergency.

Update: J. Flaig reported that pumping took place last week, but the water is beginning to return.

Resolved: It was proposed by J. Flaig and seconded by D. Fleck that Officers escalate the matter higher within Kent County Council.

Outcome: All in favour, motion carried.

8.6 Contact was made with Southern Water Incident Team from Friday 23rd to Monday 26th February in relation to residents who had loss of water. Facebook posts from Southern Water were shared to try to keep residents updated. If the matter had escalated to Dover District Councils their Emergency Plan would have been put in place however this was not required, this time. Chief Executive Officer has made enquiries for Aylesham Parish Council to have an Emergency Plan however this is discretionary, and Dover District Council must be contacted as it will need to fit into their set up. Further information will be sought and discussed at a future Full Council meeting.

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe to contact Southern Water and Affinity Water, to express concerns regarding the handling of the recent water incident, and to invite them to a Parish Council meeting to discuss.

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

8.7 A grass verge on Dorman Avenue South was damaged by lorries associated with the Southern Water Bottled Water Stations at Aylesham Welfare Leisure Centre, these were reported on Monday 26th February 2024 to Kent County Council who thanked the Chief Executive Officer for reporting them and advised they had visited the site and asked Southern Water to arrange top soil and more grass seeds to be added to return the verge to its original state.

Action: Noted by Council.

9. Section 101 Delegated Authority

No items to note.

10. Finance

10.1 March 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses CEO/RFO	March 2024 Expenses HP Instant ink	March 2024	£18.39	N/A	£18.39
Staff Expenses Caretaker	Park Inspections Mileage February (4 weeks) 4.3 miles p/w at 0.45p p/mile	N/A	£7.74	N/A	£7.74

Staff Expenses Administration Officer	Mileage – Key Cutting/Snowdown Recreational Field 28 miles at 0.45p per mile	March 2024	£12.60	N/A	£12.60
Expenditure that has been paid since the last Full Council Meeting (February 2024) as per Financial Regulations item 5.5					
One Call Electrical	Aylesham House - EICR	11605	£230.00	£46.00	£276.00
Kohls Chartered Surveyors Ltd	Full Level 3 Building Survey at Aylesham House	2072	£1,150.00	£230.00	£1,380.00
Rexaus Group Ltd T/A Drain Detectives	Aylesham House CCTV Drain Survey, full report/pressure washer jetting to clear lines of debris in order to facilitate CCTV survey	34846	£685.00	£137.00	£822.00
Kent Association of Local Councils (KALC)	Annual Planning Conference March 2024. Two attendees: Cllr Fleck & Cllr Flaig	8964566149	£140.00	£28.00	£168.00
Yvonne Forbes T/A Majestic Energy Certificates	Display Energy Certificate & Commercial Energy Certificate – Aylesham House	26 th February 2024	£375.00	N/A	£375.00
One Call Electrical	EICR Remedial Work – Replace 2 MCB's	11616	£80.00	£16.00	£96.00
Business Stream	Aylesham House – Water	Sept – Dec 2023	£31.71	N/A	£31.71
Glasdon UK Limited	3xPicnic Benches (2 @Skate Park, 1@ Snowdown Recreational Field)	880942	£2,230.80	£446.16	£2,676.96

Resolved: It was proposed by K. Sutcliffe and seconded by G. Armstrong that the March 2024 payment schedule is approved.

Outcome: All in favour, motion carried.

10.2 Insurance Renewal 2024/2025

Aylesham Parish Council are in a 3-year long-term undertaking with Clear Councils (formerly known as BHIB). The renewal price for 2024/2025 is £2,168.50 comes in under budget for 2024/2025.

Resolved: It was proposed by D. Garrity and seconded by K. Sutcliffe to proceed with the insurance renewal for 2024/2024 with Clear Councils.

Outcome: All in favour, motion carried.

10.3 Grant Applications 2024/2025

Due to there being no January 2024 Finance, Audit & Personnel Committee meeting (due to not being able to meet the required quorum), Council discussed the maximum amount to be awarded for Grant Applications in 2024/2025. In 2023/2024 it was £1,500.

Resolved: It was proposed by L. Prescott to set the maximum grant amount in any one grant application to be £800. **Outcome:** Proposal withdrawn.

Resolved: It was proposed by G. Armstrong and seconded by L. Prescott to set the maximum amount to be awarded in any one grant application be £500.

Outcome: 2 votes in favour, 6 against. Not carried.

Resolved: It was proposed by J. Flaig and seconded by K. Sutcliffe to set the maximum grant amount in any one grant application to be £1,500.

Outcome: 6 votes in favour, 2 against. Motion carried.

11. Committees

11.1 Recreational & Facilities Committee Vacancy

There is currently one vacancy to fill on the Committee, until May when at the Annual Council Meeting Members are put forward and voted onto Committees for the year.

Outcome: Council chose to wait for the Annual Council Meeting in May. No resolution made.

11.2 Finance, Audit & Personnel Committee Vacancy

There is currently one vacancy to fill on the Committee, until May when at the Annual Council Meeting Members are put forward and voted onto Committees for the year.

Outcome: Councillors chose to wait for the Annual Council Meeting in May. No resolution made.

11.3 Planning, Environment & Transport - Canterbury City New Local Plan Update

Council noted that Cooting Farm R1 and Womenswold (next to Aylesham South) have been withdrawn from New Draft Local Plan. The Planning Committee will consider a Regulation 18 response for Aylesham Parish Council at their March 2024 meeting.

12.Aylesham House

Currently awaiting the Fire Risk Assessment and RICS Level 3 Full Survey. A meeting is to take place once all reports and advice are received; and the Chief Executive Officer report is ready. Two surveys of the roofs took place; after the first one was not adequate. Members were given all reports received to date and agreed to informally meet on Thursday 21st March 2024 to look around the building.

13.Aylesham Development Matters

13.1 Aylesham Development Update Meeting

File notes to be circulated. No report from Dover District Council Project Officer received this month.

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

None.

13.3 Market Square Lighting Project

No update from UK Power Networks.

14.Highways Improvement Plan

Kent County Council speed surveys have been concluded on Dorman Avenue South, Cornwallis Avenue and Boulevard Courriers. Another speed survey on Dorman Avenue North by the junction with Derwent Way is to take place, a date for which is currently awaited.

15.Spinney Wood

Work will be taking place on 22nd March 2024 to remove seven dangerous trees. Spinney Lane will have traffic management in place as one tree is adjacent to the roadside.

16. Allotments

A report by the Chief Executive Officer was sent to Members to digest prior to the meeting. An update from Dover District Council is that the allotments are still awaiting planning permission, which has received significant delays due to the nearby new road junction/Native Woodland opposite. In the meantime, the Chief Executive Officer has asked Dover District Council what steps can be taken now in preparation.

17. Annual Risk Review 2024

The Chief Executive Officer sent Members a report and the draft Annual Risk Assessment for 2024/2025 prior to the meeting. At this meeting Members considered the Annual Risk Assessment and concluded for specific meeting information to be included on Pages 2 and 5 under 'Reporting and Auditing' and 'Legal and Liabilities'.

Resolved: With the above noted amendment, it was proposed by J. Flaig and seconded by D. Fleck to accept the presented Annual Risk Assessment for 2024/2025.

Outcome: All in favour, motion carried.

18. Centenary Celebrations Working Group

The next working group meeting is to take place on 17th April 2024.

19. Car Park Dorman Avenue North

Co-Op will come back to the Parish Council early in new financial year regarding a joint venture to renew the entire car park.

20. 80th Anniversary of the D-Day Landings

No updates.

21. Councillor Vacancy

Notice of Vacancy has been published on the noticeboard, website and social media. 10 electors are required to write to Dover District Council to call an Election by 22nd March 2024. If no election called for the vacancy; Council will then need to consider and resolve to going out to Co-Option at their next meeting.

22. Next Meeting Date

Tuesday 9th April 2024.

20:12 Close of Meeting

It has been agreed by Council that these minutes are a true and accurate record.

Signed.....(Chair)

Date.....

Aylesham Parish Council meeting April 2024

Aylesham Parish Council March 2024 Full Council Meeting Appendices

Appendix A- Kent County Councillor S. Manion

Kent County Council March report

- Potholes- “Between April and December 2023 we repaired 54,814 potholes and mended or resurfaced more than 416,991m2 of road, which is equivalent to 57 Wembley football pitches.”
- Government must not drag its heels in supporting Kent as EES checks loom.
- With new EU facial and fingerprint checks at the borders expected to be introduced later this year, a report outlining concerns for the impact on Kent has been put to a council committee.
- The report to Kent County Council’s Environment and Transport Cabinet Committee calls on the Government to ramp up its planning, preparations, support, and investment ahead of the introduction of EU Entry Exit System (EES) checks in October, given that this presents a very real risk of causing major and prolonged congestion on Kent’s roads, and the associated impact on Kent residents, businesses and public services.
- Kent's Plan Bee, the county's pollinator strategy, has won a national award for Kent County Council which has been named by the government as a Bees' Needs Champion for its exceptional work in supporting our buzzy friends.
- Kent’s Plan Bee is the local authority’s pollinator action plan and sets out how residents, businesses and voluntary groups can help bees, wasps, butterflies, moths, and other creatures essential to our biodiversity.

Appendix B- Dover District Councillor J. Pout

- The swing in the new development play area has now been removed following it being reported as dangerous.
- The CCTV at Attlee Avenue Play Park is now up and running. There is an amendment to the specification of the playground, meaning there is now a delay in installation. Hill Crescent zip wire will go ahead.
- Derwent Way Public Right of Way lighting - there will be a planning application submitted at the end of March for the lighting project.
- The new green waste bins are to start to be delivered this week to residents.

Appendix C- Dover District Council Community Development Officer N. Chester

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 6pm. 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.

- Another grant has been approved by Dover District Council and is now sitting with the developers for their sign off. With the date closing fast for new applications I would like you to encourage the businesses of Aylesham to apply for money being provided from the developer's fund. It would be a shame if at the end of this scheme we didn't utilise it more.
- The current grant has been extended until 31st March 24

Kent Police Event

- On the 28th of May 2024 Kent police will be holding an event in the small car park at the side of the medical centre. The aim is to make people aware of things such as how easy it is to be scammed. They will be carrying out bike marking and will also have the rural task force and cadets attending. Dover District Council will be supporting this event with the Community Roots Van. Once more details are made available from Kent Police, I will share these with you.

-End of Appendices-