

AYLESHAM PARISH COUNCIL

Notice of Meeting

I hereby give you notice that a **MEETING of AYLESHAM PARISH COUNCIL will be held at Aylesham House, Dorman Avenue South, Aylesham, on Thursday 11th January, at 7pm.** Notice dated 9th January, 2018.

M. Brannigan Clerk of the Parish
Council **Business to be transacted**

1. Those present
2. Apologies
3. Declaration of interests
4. Minutes of previous meeting and matters arising
5. Public representation notified to Clerk in advance of the meeting
6. DDC, County Cllr, District Cllr Reports
7. Correspondence (see details attached)
8. Planning applications (see details attached)
9. Grants (none received)
10. Finance & Accounts approval (see details attached)
11. Interim Audit Outcome (has everyone read documents issued by email)
12. Aylesham Development (up-dates, if any)
13. Aylesham House (up-dates, if any)
14. Skate-Park Development (up-date)
15. Memorial Project (up-date)
16. Committee Update
17. Appointment of Data Protection Officer
18. IT Support for Parish Council Office
19. Next Meeting:
20. Items for Next Agenda
21. AOB

This notice must be left, or sent by post to the usual place of residence of every Member of the Council three days before the Meeting.

Local residents are welcome to attend this meeting. Anyone wishing to speak on an item should contact the Clerk, Mary Brannigan, in advance of the meeting on 01304 840377 or at ayleshamparishcouncil@btinternet.com

7. Correspondence		
From	Outline	Action/ Resolution
The Pensions Regulator	By Law minimum pension contributions will soon be increasing	
The Lord Lieutenant of Kent's Civic Service	Invitation to the Lord-Lieutenant of Kent, Viscount De L'Isle MBE annual Civic Service on Tuesday 20 th March 2018 at Canterbury Cathedral for one member and guest.	

8. Planning Applications		
	Outline	Action/Resolution
DOV/17/01510	Erection of a two storey side extension and single storey rear extension (existing outbuildings to be demolished) Location: 109 Milner Crescent, Aylesham CT3 3BJ	

9. Grant Applications		
From	Outline	Action/Resolution
	None Received	

10. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)	
Action Item	Resolution
a) The outlined expenditure requiring Parish Council approval	
<p>Kent Office Solutions - 2 x Invoices No 7/I1736 for £16.04 dated 21/12/2017 for Lever Arch files and Invoice No. I17306 for £22.72 dated 14/12/17 for Lever arch files, A4 punched pockets, and a 2018 diary - total sum of £38.76</p> <p>A-Signs and Embroidery Limited – Footpath Closed signs for the Market Square, around the Memorial Project (whilst work was being carried out) dated 06/10/2017, total sum £50.40.</p>	

(b) Expenditure already approved at previous meetings			
Cheque No	Date payments made and to whom		December 2017
3241	01.12.17	L. Prescott expenses – reflectors for bollards at Dorman Avenue North Car Park	£17.98
Direct Debit	01.12.17	B&CE Holdings Ltd	£34.15
3238	04.12.17	Business Stream (Water – surface water drainage, highway drainage & waste) April – October 2017	£61.77
3247	04.12.17	Snowdown Colliery 5 Bird Club Grant	£450.00
3243	04.12.17	Kent Office Solutions	£606.54

3249	05.12.17	K. James reimbursement for key cutting	£12.00
3242	05.12.17	HMRC PAYE August, September, October	£691.67
3234	07.12.17	Aylesham Carnival – hire of the Community Mini Bus for children to visit a local skate park (in order to obtain ideas for the skate park project).	£50.00
3219	07.12.17	Aylesham Carnival Grant	£1,500.00
3246	08.12.17	Aylesham 4 Aylesham Christmas Tree Grant	£290.00
3236	08.12.17	David Ogilvie Engineering Ltd – Four memorial benches for the Market Square Memorial Project.	£3,734.40
Direct Debit	11.12.17	EDF Energy	£40.00
3255	20.12.17	K. James reimbursement for light bulbs	£6.00
3252	20.12.17	K. James reimbursement for 2018 diary (for signing in and out) and cleaning supplies	£10.28
3253	20.12.17	M. Townsend reimbursement for Assistant Clerk laptop (after DSE Assessment as carried out).	£469.97
TOTAL EXPENDITURE			£7,974.76