



AYLESHAM PARISH COUNCIL

Minutes of Full Council meeting held on 8th August 2023 at Aylesham House Subject to confirmation at the next meeting

1. Those Present

Cllrs K. Sutcliffe (Vice Chair); G. Armstrong; S. Bott; D. Fleck; D. Miller; B. Oliver; L. Prescott.
Parish Clerk & RFO K. Robinson.

Dover District Council Project Officer V. Scott.

Dover District Council Aylesham Community Projects Officer N. Chester.

Aylesham in Touch J. Flaig.

One member of public.

2. Apologies for Absence

Cllr D. Garrity – absent.

District Cllr J. Pout.

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

None.

4. Election of Chair for the remainder of the Council year 2023-2024

Due to the resignation of J. Pout from Aylesham Parish Council, a new Chair was required to be elected.

Resolved: S. Bott to be Chair of Aylesham Parish Council for the remainder of the Council year 2023-2024. Proposed by B. Oliver, seconded by G. Armstrong.

Outcome: 6 in favour, 1 abstain. Motion carried.

S. Bott was duly elected Chair of Aylesham Parish Council for the remainder of 2023-2024.

5. Minutes of previous meeting – July 2023

Resolved: The minutes from the meeting held on 11th July 2023 are a TRUE and ACCURATE record. Proposed by D. Miller, seconded L. Prescott.

Outcome: All in favour, motion carried.

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

None.

Meeting was suspended for up to 15 minutes to allow discussion with members of the electorate of the Parish of Aylesham present at the meeting.

7. Public Representation

Local Resident – Appendix A.

J. Flaig, Aylesham in Touch – Appendix B.

Member of public left the meeting 19.17hrs.

8. External Reports

8.1 County Councillor Report

Cllr Manion - No report received.

8.2 District Councillor Reports

Cllr Pout - Appendix C.

Cllr Mamjan – No report received.

Cllr Woodgate – No report received.

8.3 Dover District Council Aylesham Community Projects Officer

N. Chester - Appendix D.

8.4 Dover District Council Project Officer

V. Scott - Appendix E.

8.5 Kent Police

PC Bensted - No report received.

V. Scott & N. Chester left the meeting 19.24hrs.

Parish Council Meeting Resumed

9. Parish Clerk Report

9.1 Email received from resident who congratulated the Council for the Market Square and how great it looks; they gave thanks to all involved and said it is the best it has ever looked.

Outcome: Noted and appreciated by Council.

9.2 Email received from resident regarding motorbikes speeding recklessly and doing wheelies. They feel it is only a matter of time before someone is seriously injured or even worse. They know Kent Police are stretched but have requested Aylesham Parish Council to exert a little pressure so that residents can have peace.

Actioned: Resident encouraged prior to the meeting to report all incidents to Kent Police, as without reports they are unable to act.

Outcome: Council to raise concerns with Kent Police and hope that PC Bensted will attend the next meeting.

9.3 As landowner Council has been served a Town & Country Planning (Development Management Procedure) (England) Order 2015 Notice under article 13 of application for Planning Permission from Roses Tea Room & Thrift Shop CIC. The planning application is to install a bow window to the front of the thrift shop building, replacing the existing window.

Parish Clerk advised Council that the planning application will be considered at the August Planning Committee meeting.

Outcome: Noted by Council.

9.4 Parking complaint from Aylesham Baptist Church to Aylesham Parish Council and Dover District Council regarding the new parking restrictions on Dorman Avenue South. Dover District Council have responded to Aylesham Baptist Church.

Actioned: The complaint and Dover District Council's response to it were circulated to Council prior to the meeting.

Resolved: The matter was brought to Council's attention previously due to complaints from local residents regarding parking on Dorman Avenue South. Aylesham Parish Council fully support Dover District Council's position and the measures taken. Proposed by D. Fleck, seconded G. Armstrong.

Outcome: All in favour, motion carried.

9.5 Email and poster received from Kent County Council promoting their 'Free All Day Travel' for older and disabled bus pass holders from 1st – 31st August 2023 before 09.30am-11.30pm each day.

Outcome: Noted by Council.

10. Section 101 Delegated Authority

10.1 Snowdown Play Park – play equipment jet washing.

Outline: Play equipment at Snowdown Play Park is heavily soiled with bird droppings.

Quotation sought from Envisage Groundcare Ltd for £325 plus VAT to jet wash all the play equipment.

Councillor responses: 6 Councillors supported to approve including the Chair and Vice Chair; 3 Councillors did not respond.

Outcome: Quotation from Envisage Groundcare Ltd approved.

11. Finance, Audit & Personnel Committee

11.1 August 2023 Payments

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	August Expenses – HP Instant ink	August 2023	£13.74	£2.75	£16.49
Staff Expenses – Caretaker	Park Inspections Mileage July (4 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74
Envisage Groundcare Ltd	July 2023 Invoice	1409	£978	£195.60	£1,173.60
PSR Lighting and Signs Ltd	Materials Only for floodlights and lanterns - Market Square Lighting Project	INV-9002	£7,413.57	£1,482.71	£8,896.28
Safeplay Playground Services Ltd	Annual Playground Inspections Recreational Committee	24317	£320.00	£64.00	£384.00
Approved expenditure that has been paid since the last Full Council Meeting (July 2023) as per Financial Regulations					
20 th Deal (Aylesham) Cornwallis Scout Group	Approved Grant	N/A	£1,000	N/A	£1,000
Hampshire Flag Company Ltd	Union Flag Recreational Committee	REF22153/1	£127.84	£25.57	£153.41
Christopher Cooney	Window Cleaning	185	£35.00	N/A	£35.00
Kent Association of Local Councils	Dynamic Councillor Course – Two Candidates January 2023	5551492929	100	£20.00	£120.00

Resolved: Full Council approve the August 2023 payments as per the schedule. Proposed by B. Oliver, seconded D. Miller.

Outcome: All in favour, motion carried.

11.2 Quarter 1 April – June 2023 Accounts

Quarter 1 accounts were previously approved by the Finance, Audit & Personnel Committee at their July 2023 meeting, as per Financial Regulations they also require Full Council approval.

Resolved: Full Council approve the Quarter 1 April – June 2023 accounts. Proposed by K. Sutcliffe, seconded D. Fleck.

Outcome: All in favour, motion carried.

11.3 Annual Bechange Funding for Drop-In Sessions

The Finance, Audit & Personnel Committee resolved at their July meeting resolved to recommend to Full Council to approve the annual funding in the sum of £6,000 which will support the Drop-In Sessions for residents.

Resolved: Full Council approve the £6,000 funding for 2023-2024 to Bechange. Proposed by G. Armstrong, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

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

Exclusion of the public under the Public Bodies (admission to meetings) Act 1960

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving staff matters, it was proposed by B. Oliver and seconded by K. Sutcliffe to move to a closed session for item 11.4.

Outcome: All in favour, motion carried.

J. Flaig left the meeting 19.41hrs.

Parish Clerk/RFO left the meeting 19.44hrs

Resolved: Parish Clerk/RFO weekly working hours increased to 30 until completion of the Staff Review, back paid to 1st April 2023. Proposed by D. Miller, seconded G. Armstrong.

Outcome: All in favour, motion carried.

Parish Clerk/RFO returned to the meeting 19.52hrs

12. Recreational & Facilities Committee

12.1 July Committee Meeting

No Committee meeting was held due to not being quorate; next meeting date 15th August 2023.

12.2 Market Square

Rat's nests reported around monuments.

Actioned: Parish Clerk has sought a quote for a pest control company to investigate this.

Outcome: Awaiting quote, Parish Clerk to action as soon as it is received.

13. Planning, Environment & Transport Committee

13.1 July Committee Meeting

The meeting was not held due to not being quorate; the next Committee meeting is 22nd August 2023.

13.2 Special Motion received from three Councillors to discuss withdrawing the objection made in May 2023 to Dover District Council regarding Town & Country Planning Act 1990 – Section 257 Proposed Diversion of part of Public Footpath EE288/EE461 at Aylesham ref:0130 (postcode: CT3 3HH)

Councillors are concerned about a further 39 dwellings proposed for Ratling Road and the diversion of the EE461 onto Ratling Road with no footpath for pedestrians. Council therefore felt they did not wish to remove the objection without knowing what will be put in place on Ratling Road.

Resolved: D. Fleck proposed to not withdraw the objection, seconded by K. Sutcliffe.

Outcome: All in favour, motion carried.

13.3 Dover District Council Town & Country Planning Act 1990 – Section 257: Proposed Diversion of part of Public Footpath EE291 and EE291A at Aylesham (postcode: CT3 3AX) 2nd Pre-Order Consultation

Resolved: Aylesham Parish Council fully support the proposed diversion as per the 2nd Pre-Order Consultation. Proposed by L. Prescott, seconded D. Fleck.

Outcome: All in favour, motion carried.

13.4 Dover District Council Planning Application: Reference 23/00900

Proposal: Formation of a new vehicular access and erection of fence

Location: 2 Aylesham Road, Snowdown CT15 4JN

Resolved: Aylesham Parish Council endorse the comments made by Kent County Council Highways & Transportation regarding the visibility splay. Proposed by D. Fleck, seconded G. Armstrong.

Outcome: All in favour, motion carried.

14. Aylesham House

14.1 Pre-Application advice meeting with Dover District Council Building Control and Manse Designs Ltd

Resolved: To defer all discussions regarding Aylesham House until the September Full Council Meeting. Proposed by B. Oliver, seconded G. Armstrong.

Outcome: All in favour, motion carried.

15. Aylesham Development

15.1 Aylesham Development Update Meeting with Dover District Council, Persimmon Homes, District Cllrs and BDW Homes held on 25th July 2023

File notes circulated to Councillors, awaiting Dover District Council meeting notes and updated Issues Log.

15.2 New or existing development issues

Resident has written to the Parish Clerk to highlight concerns of speeding vehicles on Heritage Road, as well as motorbikes driving at speed and doing wheelies on the footpaths. The resident has suggested to offset bars along the footpaths to stop the motorbikes and sleeping policemen along the road to stop cars and motorbikes from using the area as a racetrack, especially at weekends.

Councillors are concerned about the footpath on Heritage Road, and footpath to the station and whether they have to remain closed to pedestrians when the road closures are in place until 2024. Concerns were also noted about access to the Skate Park; no communications have been received about access.

Resolved: Raise concerns with Dover District Council about the footpaths on Heritage Road and to the station, and whether they will remain open. Council would like these added to the Issues Log at the Aylesham Development Update Meeting. Proposed by D. Fleck, seconded B. Oliver.

Outcome: All in favour, motion carried.

Resolved: Raise concerns with Dover District Council and developers in relation to speeding vehicles on Heritage Road and motorbikes on the footpaths. Proposed by B. Oliver, seconded G. Armstrong.

Outcome: All in favour, motion carried.

15.3 Market Square Lighting Project

UK Power Networks are processing the application to connect the feeder pillar for the lighting.

16.Highways Improvement Plan

Suggestions by Councillors to be emailed to Parish Clerk in good time prior to the September meeting so that the new Highways Improvement Plan can be drafted and then agreed.

17.Spinney Wood

17.1 Crashed vehicle

Parish Clerk advised Council that Dover District Council is currently overseeing the removal of the car but warned Councillors that Aylesham Parish Council may incur some costs. Council is surprised to hear from the Aylesham Community Projects Officer that motorbike gates are going to be installed and feel that Dover District Council are not communicating to Aylesham Parish Council who are leaseholders of Spinney Wood.

Resolved: Parish Clerk to write to Dover District Council about the concerns noted and that Aylesham Parish Council expect to be involved in decisions concerning Spinney Wood.

Proposed by K. Sutcliffe, seconded D. Fleck.

Outcome: All in favour, motion carried.

17.2 Updates from White Cliffs Countryside Partnership

The next volunteer date has been brought forward to Monday 21st August due to the Bank Holiday.

18. Aylesham Parish Council Four Year Objectives

Parish Clerk circulated to Councillors prior to the meeting examples of Neighbourhood Plans that have been completed by other Town and Parish Councils.

Resolved: Investigate what equivalent Parish Councils have achieved, ascertain the costs involved plus how much Councillor and Staff involvement there will be. Proposed by D. Fleck, seconded G. Armstrong.

Outcome: All in favour, motion carried.

19. Centenary Committee Working Group

First meeting is taking place on Wednesday 16th August at 10.30am, Aylesham House.

20. Next Meeting Date

Tuesday 12th September 2023.

Meeting ended 20.36hrs

Signed.....(Chair)

Date.....

August 2023 Full Council Meeting Appendices

Public Representation

Appendix A – Local Resident

- Agrees with what Parish Council are trying to do in relation to a crossing on Dorman Avenue North.
- County Councillor Manion promised to write a letter to the resident regarding all of their concerns that are under Kent County Council's jurisdiction, but no letter has been received. Resident will go to the newspapers to make Kent County Council responsible.
- Resident has concerns about the proposed dwellings on Ratling Road adding more development to the village when parking and roads are already problematic.

Appendix B – J. Flaig, Aylesham in Touch

- Aylesham in Touch are into their third year of the magazine, 3,000 copies are delivered to every house in the Parish.
- Gave thanks to Aylesham Parish Council for their grant and encouragement.
- They welcome any articles for their Autumn edition which they are preparing and ask for any articles by early September.

S. Bott applauded J. Flaig and C. Jarvie's efforts with Aylesham in Touch.

External Reports

Appendix C – Dover District Cllr J. Pout

- I attended the Aylesham Development meeting, chaired by Cllr Mamjan, which was potentially the quickest ever meeting. Most issues - such as lorries driving down Bell Grove and dust from site on Freddie's/Station field - have been resolved quickly between meetings.

- The Public Right of Way meeting was positive in that a workable solution was found behind Kings Rd/Burgess Rd. The Public Right of Way objection by Aylesham Parish Council is holding up the development of the native woodland by Ratling Rd and so I would urge the council to take a pragmatic approach here - withdrawing the objection shows the Council can adapt and work with developers for the community.
- After that meeting I met with Kerri-Ann Bland from Persimmon. I made it clear I hoped Persimmon aren't backtracking on their commitment to rectify the lighting from Derwent Way. She will look at the whole project and get back to me with an update. I will keep Councillors in the loop.
- Initial word from Labour colleagues at Canterbury City Council suggest a town in Adisham will not feature in their local plan as they would like a "bus first" design so it's unlikely we will see this return.
- I met with trustees of Aylesham Welfare, Invicta Leisure, and Dover District Council Officers to discuss the ongoing governance issues holding up the new sports hall. Progress is being made and I will keep in regular contact to ensure the hall is delivered in a timely fashion.

Appendix D – Dover District Council Community Projects Officer N. Chester

- Mears Group PLC have painted the Aylesham Carnival sign at the entrance to Dorman Avenue North. They have also cut back some of the hedgerow, so the sign is clearer to see.
- He is working with the Aylesham & Rural Panty. Morrisons have committed to donating four boxes of food per week, the Beech Grove Bruderhof have also donated food and he is working with businesses to make donations.

K. Sutcliffe thanked N. Chester for all his efforts with Aylesham & Rural Pantry.

- With regards to Spinney Wood, motorbike gates will be placed at either end of the woods and Dover District Council will remove the car through their process. A contractor will come in to do this, N. Chester will let Aylesham Parish Council know when this will be.

Appendix E – Dover District Council Project Officer V. Scott

- Progress is being made with the development works on Station Field and Freddie's Field.
- Resident issues are being dealt with quickly.
- District Councillor Pout's report covered most of V. Scott's updates.