



## **AYLESHAM PARISH COUNCIL**

### **Minutes of the Meeting of the Parish Council**

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Tuesday 14<sup>th</sup> March 2023 at 19.00pm** at Aylesham House

#### **SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

##### **1. Those Present**

J. Pout (Chair); L. Prescott; B. Oliver; D. Fleck; J. Flaig; S. Bott; D. Miller; R. Miller;  
N.Purcell (Acting Assistant Clerk)

3 Members of the public present

##### **2. Apologies for Absence**

K. Sutcliffe- Unwell.

##### **3. Councillor Information**

###### **Declaration of Interest-**

S. Bott for item 18- Chair of Aylesham & District Workshop Trust

J. Flaig for item 18- Trustee Aylesham & District Workshop Trust.

J. Pout for item 23- Running for District Councillor.

**Changes to Register of Interest-** None

**Granting of Dispensation –** None

##### **4. Minutes of Previous Meeting**

**Resolved:** It was proposed by B. Oliver and seconded by D. Miller that the minutes of Parish Council meeting held on 14<sup>th</sup> February 2023 are to be agreed as a true and accurate record.

**Outcome:** 7 vote in favour, 1 abstain. Motion carried. The chair signed the minutes.

**Resolved:** It was proposed by J. Flaig and seconded by L. Prescott that the minutes of the Extraordinary meeting held on 21<sup>st</sup> February 2023 are to be agreed and signed as a true record.

**Outcome:** 6 votes in favour, 2 abstain. Motion carried. The chair signed the minutes.

##### **5. Matters Arising (from the previous minutes not covered elsewhere on the agenda)**

None

***19:05 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)**

Resident requested to speak on item 14.4. They expressed their disappointment at the development beginning on Collier's Way and wanted to know how much it had cost to make the changes to the road layout.

The chair responded that KCC hold the information to costs, that was not in the Parish Council's remit.

The resident also expressed their concerns regarding historical flooding in the village and stated that further development would only exasperate the issue, and if it happened again, he would sue the Parish Council.

The Chair responded that Aylesham Parish Council are not 'in charge' of the development, and that they have already submitted extensive responses at each stage of development, including the new Local plan, which can be viewed online.

## **7. External Reports**

**7.1 County Councillor Report-** Not received.

**7.2 District Councillor Report-** See appendix A

**7.3 DDC Community Development Officer** See Appendix B

**7.4 Police Report-** Circulated to Councillors. Councillors noted their sincere thanks to PSCO Carmichael for her service to the village.

### ***19:25 Parish Council Meeting Resumes***

## **8. Clerk's Report**

**8.1** Facebook message received: The resident was advised by DDC to contact the Parish Council regarding parking issues in Central Boulevard towards 118/119 there's cars blocking crossings and parking on corners. The resident was wondering if there is a HIP in place for this area? If not, then could the option of double yellow lines be explored. Resident sent in photographs via email.

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver that the parish council launch a social media campaign to remind residents to park considerately.

**Outcome:** All in favour, motion carried.

**8.2.** Emails from resident concerned that the parish office was not open in its stated opening hours. (information as shown on google, not the website) the resident had three questions: Q1- what steps is the Parish taking to push Dover District Council to provide a better service with regard to litter collection.

Q2- Spotted the notice about a presentation at the Baptist Church regarding the development and asked for further details.

Q3- Is there any launch information available for the new DRT bus service?

**Actioned:** Nicola responded with the relevant information. Council to note- no further action required.

**8.3** Email received from Sutton by Dover Parish Council to enquire about the new DRT service and to see if a similar scheme could be applied to their Parish.

**Actioned:** The chair then phoned shortly after this, Nicola explained the process with S106 funding, DDC, Stagecoach. Council to note- no further action required.

## 9. Section 101 Delegated Authority (items to be noted by Council)

### 9.1 Dover District Council Planning Committee Meeting Thursday 23<sup>rd</sup> February 2023 6.00pm Council Chambers. Application No 20/01005.

Proposal: Submission of Reserved Matters Application pursuant to Section 73 application DOV/19/00821 for approval of 73 dwellings, associated infrastructure, access, landscaping, layout, scale and appearance.

Location: Phase 2B Parcels 7&8, Land for Aylesham Village Expansion North of, Dorman Avenue North, Aylesham.

**Outcome:** 5 Councillors in support of Cllr Fleck attending to speak to object on behalf of Aylesham Parish Council, as per the Consultee responses submitted to DDC. S101 Delegated Authority was approved.

Council noted their thanks to Cllr Fleck for attending and speaking on behalf of Aylesham Parish Council.

## 10. Finance, Audit & Personnel

### 10.1 March 2023 Electronic Payment Schedule Approval

Payee	Expenditure	Invoice Number	Net	VAT	Total
Staff Expenses – Parish Clerk	Zoom subscription – March	N/A	£15.39	N/A	£15.39
Information Commissioner’s Office	Data Protection Fee	013f29d90103	£35.00	N/A	£35.00
Dover District Council	Leases of Land 2022/2023 Skate Park	1010182	£300	£0	£300
Surrey Hills Solicitors	Legal services in connection with lease of Skate Park	8391	£548.00	£100.00	£548.00
Surrey Hill Solicitors	Legal Services in connection with the lease of Market Square	8392	£1590.00	£300.00	£1890.00
Noticeboard Company (UK) Ltd	Noticeboard	5643	£1043.00	£208.60	£1251.60
<b>Payments made in February (after meeting) (as per Financial Regulations)</b>					
Staff Expenses – Parish Clerk	123.Reg Website Domain Renewal – two years	123-061341131	£23.98	£4.80	£28.78
Gallus Online Ltd t/a	Two Ergo Mesh 24 hr	SI2372263	£299.90	£59.98	£359.88

Office Boffins	Office Chairs				
Staff Expenses – Acting Assistant Clerk/Administration Officer	Park Inspections Mileage February 13.35 miles per week at 0.45p per mile	N/A	£24.03	N/A	£24.03
Dover District Council	Leases of Land 2022/2023 Attlee Avenue Market Square	700304	£76.00	£0	£76.00
Staff Expenses – Acting Assistant Clerk/Administration Officer	Postage	N/A	£6.85	N/A	£6.85

**Resolved:** It was proposed by S. Bott and seconded by D. Fleck that the March 2023 Electronic payment schedule be accepted.

**Outcome:** All in favour, motion carried.

### 10.2 Grant Applications Form and Conditions 2023/2024

Councillors were sent in advance of the meeting the drafted Grant Application Form and conditions for 2023/24 for discussion.

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver, that there is to be no limit to the amount of s137 money allocated for grants.

**Outcome:** 5 in favour 1 against, 1 abstain, motion carried.

**Resolved:** It was proposed by L. Prescott that the maximum grant amount that can be awarded per application is set at £800.

**Outcome:** no seconder. Proposal does not stand.

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver that applicants may only apply for 1 application a year, with a maximum of £1500 per application. With the additional clause to be added to the form that states: “In exceptional circumstances, Aylesham Parish Council may consider additional applications, and a variation to sum awarded.”

**Outcome:** 7 votes in favour, 1 against- motion carried.

**Resolved:** it was proposed by B. Oliver and seconded by D. Fleck that grant applications are considered quarterly.

**Outcome:** 7 in favour, 1 abstain. Motion carried.

### 10.3 Insurance 2023/2024

The following quotes were received for insurance for 2023/24:

Quote 1: annual payment of £2294.87+ £25 broker fee for a 3-year term  
or £2184.33 + £25 broker fee for a one-year contract

Quote 2: £3,070.87

**Resolved:** It was proposed by S. Bott and seconded by D. Fleck to proceed with

Quote 1: £2294.87 + £25 broker fee, for a three-year term.

**Outcome:** all in favour, motion carried.

## **11. Recreational & Facilities**

### **11.1 Skate Park Land Hire Request by DDC**

DDC wish to have use of the skate park on 1<sup>st</sup> April 2023 for free skateboarding lessons. It was noted that the event was advertised by DDC before permission had been sought from APC. All relevant paperwork has now been received and checked by the clerks.

**Resolved:** It was proposed by B. Oliver and seconded by R. Miller that the parish council accept the request from DDC to use the skate park on 1<sup>st</sup> April 2023.

**Outcome:** All in favour, motion carried.

### **11.2 Market Square Land Hire Request by DDC**

DDC have been advertising a great British Spring Clean in the Market Square on 21<sup>st</sup> March 2023. No documentation received to request the use of the land for the event.

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver that APC are unable to grant permission because the DDC have not completed the necessary documentation. APC wish to note their disappointment that the parish council were not contacted regarding permission for the use of the land.

**Outcome:** all in favour, motion carried.

### **11.3 Land Hire Agreement 2023/2024**

The drafted land hire agreement for 2023/24 was circulated to councillors for discussion. Councillors were required to make decisions regarding charges and deposit clauses.

**Resolved:** It was proposed by D. Flack and seconded by J. Flaig that a £100 deposit is required.

**Outcome:** All in favour, motion carried.

**Resolved:** it was proposed by B. Oliver and seconded by S. Bott that the land hire agreement for 2023/24 is accepted with the above amendments regarding deposit charges.

### **11.4 Land Advertising Agreement 2023/2024**

The land advertising agreement for 2023/24 was circulated ahead of the meeting for councillors to digest.

**Resolved:** It was proposed by J. Flaig and seconded by B. Oliver that an additional point is included to state that "Aylesham Parish Council recommend a two-week period for advertising."

**Outcome:** all in favour, motion carried.

**Resolved:** It was proposed by B. Oliver and seconded by S. Bott that the Land Advertising Agreement for 2023/34 is accepted with the above amendments.

**Outcome:** All in favour, motion carried.

### **11.5 Play Parks & Market Square – Any new matters/updates**

None

**Resolved:** it was proposed by B. Oliver and seconded by S. Bott that the Land advertising agreement was accepted with the above amendments.

**Outcome:** All in favour, motion carried.

## **12. Planning**

**12.1 Dover District Council Planning Reference:** 23/00178

**Proposal:** Erection of an annex

**Location:** 1 Ratling Court Cottages, Ratling Road, Aylesham, CT3 3JA

**Resolved:** It was proposed by D. Fleck and seconded by S. Bott that Aylesham Parish Council submit 'no comment'.

**Outcome:** all in favour, motion carried.

**12.2 Dover District Council Planning Reference:** 23/00230

**Proposal:** Garage conversion to habitable accommodation replacing door with window

**Location:** 53 Cordale Road, Aylesham, CT33EH

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council object to this application with the following comments:

The Parish Council have observed considerable parking issues in the new development in Aylesham, and by removing an off road parking space, this is likely to exacerbate the problem, as more cars will be needing to find parking spaces on the road.

**Outcome:** all in favour, motion carried.

## **13. CCTV**

**13.1 Any updates – None**

## **14. Aylesham Development & Aylesham Development Update Meetings**

**14.1** Meeting Notes from Meeting held on 28<sup>th</sup> February were circulated to councillors in advance of the meeting.

### **14.2 Demand Responsive Transport (Bus) – any updates/Adisham Station**

In response to Aylesham Parish council's questions as to how and why Adisham is included in the route, when not part of the Dover District or funding source, DDC responded

*"DDC recognise the need to ensure the service becomes commercially viable in the long term, so that once the S106 monies have been spent the service can continue"*

*to operate. If an increase in revenue is achieved through people using it for trips to or from Adisham station, that would help achieve that objective.”*

DDC would like to trail Adisham being included. Then a review of service data could be taken to the next PC meeting after that for final decision.

Councillors will review the data that should be available at the next meeting.

### 14.3 Market Square Lighting Project

Has been ordered.

### 14.4 Any new issues

Up lights are broken at the train station.

## 15. Aylesham House (any updates)

### 15.1 Planning Application-

This is now live with DDC. planning application number: 23/00351

### 15.2 Security

CCTV installation quotes received, with proposed camera locations.

TOTAL FOR SUPPLY, INSTALLATION AND COMMISSIONING		
OPTION	CCTV KIT QUALITY	HIKVISION
		<b>TOTAL</b>
<b>1</b>	HILOOK - STANDARD HD + 2TB HDD	£1,660
<b>2</b>	4MP SUPER HD + 4TB HDD	£1,940
<b>3</b>	8MP 4K ULTRA HD + 6TB HDD	£2,200
<b>4</b>	4MP "COLOUR @ NIGHT" + 4TB HDD	£2,050

Council discussed which package was more appropriate for Aylesham House:

**Resolved:** It was proposed by R. Miller to proceed with camera package Option 4 4MP Colour at Night + 4TB HDD at £2,050 +VAT from JS Security Solutions.

**Outcome:** all in favour, motion carried

Council then looked at the camera locations:

**Resolved:** it was proposed by S. Bott and seconded by B. Oliver to proceed with the proposed camera locations as circulated to councillors.

**Outcome:** All in favour, motion carried.

### 15.3 Meeting Room Furniture

Council revisited the quotes presented previously. As requested, clerks found the option for some of the meeting room chairs to have arms.

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver that Council agree to the purchase of 15 Guest Wooden Frame Stacking office chairs (without arms) at £63.95+VAT each, and 5 Guest Wooden Frame Stacking Office Armchairs (with arms) at £63.95 +VAT each. Totalling£1,279 +VAT from supplier 'Office Boffins'.

**Outcome:** All in favour, motion carried.

**Resolved:** It was proposed by J. Flaig and seconded by B. Oliver that the parish council purchase 10 'Value Crush Bent Stackable rectangular tables' in colour: black and beech at a cost of £55.18 +VAT per table totalling £551.80 +VAT from supplier 'office reality'

**Outcome:** all in favour, motion carried.

## **16. Highways Improvement (any updates)**

### **16.1 Zebra Crossing – Dorman Avenue North**

Nicola has requested an update following the NMU survey that took place. Awaiting response.

## **17. Spinney Wood**

**17.1 Any updates-** Councillors reported that there had been some fly tipping on the footpath. It has been reported to DDC for clearance.

## **18. Aylesham & District Community Workshop Trust**

**18.1 Any updates-** none

## **19. Data Protection**

### **19.1 Information Commissioner's Office (ICO)**

Aylesham Parish Council are now registered for Data Protection with the Information Commissioner's Office at a cost of £35 per year.

### **19.2 Data Retention and Disposal Policy**

**Resolved:** It was proposed by S. Bott and seconded by D. Miller that the data Retention and Disposal Policy be approved.

**Outcome:** All in favour, motion carried.

### **19.3 Subject Access Policy**

**Resolved:** It was proposed by L. Prescott not to accept the Subject Access Policy, Seconded by S. Bott.

**Outcome:** 2 votes in favour, 5 against, 1 abstain, resolution not passed.

## **20. Annual Risk Review 2023**

**Resolved:** It was resolved by S. Bott and seconded by D. Fleck that the annual risk review be accepted with the following amendment:

Point 3- employer liability- sentence amended to read" regular updates received from KALC"

**Outcome:** all in favour, motion carried.

## **21. Kent County Council Community Services Consultation**

Circulated to councillors ahead of the meeting.

**Resolved:** It was proposed by S. Bott and seconded by J. Flaig that Aylesham Parish Council do not respond to this consultation but ensure it is widely shared with the community.



**Outcome:** all in favour, motion carried.

**22. Warm Rooms Update**

None

**23. Elections – May 2023**

Councillors advised that they are responsible for the submission of their own forms if they wish to stand again.

**24. Attlee Avenue - Parking at School Drop off and Pick Up Times**

No update

**25. Entrance to Aylesham (B2046/Adisham Road)**

No Update

**26. Next Meeting Date**

Tuesday 11<sup>th</sup> April 2023

**27. Items for next Agenda**

None

- **Meeting Closed 21:16pm** -

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

*Signed.....*

*Date.....*

*Aylesham Parish Council meeting April 2023*

## Appendices for Aylesham Parish Council Meeting 14<sup>th</sup> March 2023.

### Appendix A- District Councillor report

Cllr Linda Keen: Aylesham Development Meetings have covered a variety of issues, The flooding on Dorman Avenue North has been addressed and the drainage has been amended. Please continue to urge residents to use the new DRT Bus Service. Cllr Keen advised she is not standing for re-election as district councillor in the upcoming elections. Councillors wished to note their thanks to Cllr Keen for her years of service. Council appreciate that Cllr Keen always attends meetings or sends a report and thank her for always seeing issues through when they are raised.

Cllr Charles Woodgate: In addition to Cllr Keen's comments, added that he feels Aylesham is being discriminated against. With a population size on par with Sandwich Town, the village is being denied the resources and facilities it deserves.

### Appendix B- DDC Community Development Officer Report (Via email)

**S106** The latest planning application (20/01005 – Phase 2B Parcels 7 & 8) Was granted on 23rd February.

Engagement event was successful and extremely helpful – Vicky Scott is now continuing to follow up with those residents who raised individual concerns,

There was quite a lot of positive feedback regarding the hopper bus, which has now been fed back to Stagecoach. As soon as we receive the official posters from Stagecoach we will distribute around the village.

The archaeological element has now begun on station / Freddie's field now that the licence has been issued. This work is expected to take around 3 weeks.

Construction on Cooting road will begin within the next week (however, may have already started by March 14th)

Shop front grants – all businesses around market square, Cornwallis Avenue, Attlee Avenue and Milner Crescent have given the opportunity to apply for up to £5000 to make improvements to their shop fronts. This has had an enormous positive response so far with many businesses stating that they will take up the offer and have gone about tendering for quotes.

#### Community Roots Van

Now that we have had the official launch of our community roots van, we have set themes for each month. February's theme was fuel and food poverty. This led to quite a lot of engagement from the public as we worked in conjunction with BeChange and the Foodbank.

Individuals in Aylsham were identified as priority needs with provisions being made to give them all the help they needed through signposting. This included buying a brand-new fridge freezer for one family through the housing support scheme.

March's theme is based around the Great British Spring Clean. On the 30th of March the van will be in Aylsham with the environmental team where a litter picking event will take place.

**Network meeting & community Hubs** All of the meetings that have been set up by myself have become something to look forward to with many groups engaging at every level.

I have introduced guest speakers to many of these and the next meeting will have a guest speaker from the NHS who will talk about various talking therapies available for all age groups within the village. This will be an exciting addition to the groups so will continue to encourage others to become part of our monthly discussions. The next meeting will be after the elections so looking at dates and venues around the 15th of May.

**Parking issues Aylsham Primary School** So far we have had no more repercussions or complaints regarding the parking on Attlee Avenue. This will continue to be monitored.

**Notice boards.** The notice boards in market square have now had new material added. This will be updated as new information becomes available.