



AYLESHAM PARISH COUNCIL

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on
Tuesday 13th June 2023 at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs J. Pout (Chair); K. Sutcliffe (Vice Chair); G. Armstrong; S. Bott, D. Garrity;
D. Fleck; D. Miller; B. Oliver. Parish Clerk & RFO K. Robinson; Acting Assistant Clerk
N. Purcell.
Dover District Cllr M. Mamjan, Dover District Council Community Development Officer
N. Chester. One member of the public.

2. Apologies for Absence

Cllr L. Prescott – unwell.
Kent County Cllr S. Manion.

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

S. Bott – Chair of Aylesham & Community Trust
K. Sutcliffe – Dispensation granted until May 2027 for any matters regarding Aylesham
Heritage Centre.
B. Oliver – Aylesham Hub Ltd.

4. To confirm the minutes of the previous meeting held on 23rd May 2023.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the minutes from the
Annual Council Meeting held on 23rd May 2023 are a true and accurate record.

Outcome: All in favour, motion carried.

5. To report any Matters Arising (from the previous minutes not covered elsewhere on the agenda)

Annual Council Meeting Agenda items 22.1, 22.2 and 22.3 – Public Rights of Way
Consultations from Kent County Council – Parish Clerk updated Council that the responses
submitted have been acknowledged.

The 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.

6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)

See Appendix A.

19.10hrs member of the public left the meeting

7. External Reports

7.1 County Councillor Reports

No report received.

7.2 District Councillor Reports

See Appendix B.

7.3 Dover District Council Community Development Officer

See Appendix C.

7.4 Kent Police

Parish Clerk circulated the Rural Crime and Beat Officer updates to Councillors prior to the meeting, which are available on Aylesham Parish Council's website for residents. PC Bensted is the new Beat Officer for the Parish; and he has been sent the calendar of meetings for Aylesham Parish Council in the hope that he can attend when available.

N. Chester left the meeting 19.22hrs.

8. Parish Clerk Report

19:23hrs D. Garrity declared an interest in Aylesham & Snowdown Social Welfare Scheme and left the meeting room for item 8.1.

8.1 Aylesham & Snowdown Social Welfare Scheme requesting written support for their funding application for solar panels.

Parish Clerk sent a draft letter of support to Councillors prior to the meeting.

Resolved: It was proposed by S. Bott and seconded by D. Miller to send the letter of support with the following points:

- *The funding will allow the charity to reduce its running costs and invest more in maintaining the centre.*
- *Funding will help reduce costs and keep services cheap and useable for the community.*

Outcome: All in favour, motion carried.

19:26hrs D. Garrity returned to the meeting room.

8.2 Kent Police Update

As discussed in item 7.4.

9. Section 101 Delegated Authority- Any Items to note

None.

10. Finance

10.1 To approve June 2023 payments:

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	June Expenses – HP Instant ink	April -May 2023	£13.74	£2.75	£16.49
Staff Expenses – Acting Assistant Clerk	June Expenses - HP Printer Ink £73.38 Mileage to Print Matters 19.2 miles @ 0.45p per mile £8.64. Key Cutting (community noticeboard) £9.00	Receipts supplied to RFO	£91.02	N/A	£91.02
Staff Expenses – Caretaker	Park Inspections Mileage May (5 weeks) 4.3 miles per week at 0.45p per mile	N/A	£9.68	N/A	£9.68
HM Revenue & Customs	PAYE & NI Month 2 June 2023	2402	£374.13	N/A	£374.13
Laser Mechanical & Electrical Ltd	Annual Boiler Service	105283	£155.00	£31.00	£186.00
David J Buckett	Internal Audit for 2022/2023	1433	£569.80	N/A	£568.80
Approved expenditure that has been paid since the last Full Council Meeting (May 2023)					
Kent Association of Local Councils	Subscription 2023/2024	8689	£1,381.25	£276.25	£1,657.50
Dover District Council	Removal of dangerous trees - Spinney Wood	710556	£380.00	£76.00	£456.00

Resolved: It was proposed by K. Sutcliffe and seconded by B. Oliver that the June 2023 Payment Schedule be accepted.

Outcome: All in favour, motion carried.

10.2 To confirm bank signatories for the four-year term until 2027

Current signatories are J. Pout; K. Sutcliffe; S. Bott; B. Oliver and L. Prescott.

Resolved: It was proposed by G. Armstrong and seconded by S. Bott that the signatories remain as they are for the four-year term until 2027.

Outcome: All in favour, motion carried.

10.3 To review the effectiveness of the system of Internal Control. Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Clerk to sign.

The Council considered and approved the Statement of Internal Control for the year ending 31 March 2023. The Chair and Parish Clerk signed the Statement on behalf of the Council.

Resolved: Proposed by S. Bott, seconded by B. Oliver.

Outcome: All in favour, motion carried.

10.4 To approve the Annual Governance Statement for 2022-2023, Section 1 of the AGAR for the year ending 31 March 2023. The Chair of the meeting and Clerk to sign and date PLUS minute reference.

The Council considered and approved the Annual Governance Statement for 2022-2023. The Chair and the Parish Clerk signed and dated the Statement on behalf of the Council.

Resolved: Proposed by B. Oliver, seconded by S. Bott.

Outcome: All in favour, motion carried.

10.5 To approve the Accounting Statements for 2022-2023, Section 2 of the AGAR for the year ending March 2023 and the supporting Bank Reconciliation as at 31 March 2023 and if necessary, the explanation of the significant variations from last year (2021-2022) to this year (2022-2023). The Chair of the meeting to sign and date PLUS minute reference.

The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Finance Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2022-2023. The Chair signed and dated the Accounting Statement on behalf of the Council.

Resolved: Proposed by G. Armstrong and seconded by S. Bott.

Outcome: All in favour, motion carried.

10.6 To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer: from 15th June to 26th July 2023.

The Council noted the period for the Exercise of Public Rights from Thursday 15th June to Wednesday 26th July 2023.

10.7 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 G. Armstrong to move to a closed session for item 10.7.

Outcome: All in favour, motion carried.

Acting Assistant Clerk N. Purcell and the Member of Public left the room at 19:58hrs

Resolved: S. Bott proposed for Officers to be paid the Work from Home Allowance at £40 per month until they are back in the office. This is to be paid from June 2023 but backdated to April 2023 for the Parish Clerk/RFO and Acting Assistant Clerk/Administration Officer. Assistant Clerk to be paid the Work from Home Allowance on return to work. Seconded by B. Oliver.

Outcome: All in favour, motion carried.

Acting Assistant Clerk N. Purcell and the Member of the Public re-entered at 20:03

11. Recreational & Facilities

11.1 Land Hire Agreement – Aylesham Carnival Association – September Carnival 2023

Documents received from Aylesham Carnival Association for the hire of Market Square from Friday 15th September 2023 to Monday 18th September 2023. Documents have been checked prior to meeting and were circulated to Councillors.

Resolved: It was proposed by G. Armstrong and seconded by B. Oliver that permission be granted for the application as detailed, to include the use of mechanical rides, vehicular access on the square and the use of electricity for the event.

Outcome: All in favour, motion carried.

11.2 Play Parks & Market Square – Any new matters/updates

Parish Clerk presented annual and quarterly independent inspections quote for approval. This is an urgent matter and therefore unable to wait for the Committee meeting:

Safeplay Playground Services Ltd quote reference QT19232

3 x Operational Inspections October, January and April 2024: £19.75 each for two sites total: £118.50

Annual inspection in July £160 per site: £320

Total for both: £438.50 plus VAT.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe to accept Safeplay Playground Services Ltd quote, reference QT19232.

Outcome: All in favour, motion carried.

B. Oliver requested that the skate ramp repair quote be considered. The damage was reported to Safeplay Playground Services, and they have quoted the job but advised that it was not deemed as an emergency repair.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the quote is left for discussion at the Recreation & Facilities Committee meeting on Tuesday 20th June 2023.

Outcome: All in favour, motion carried.

12. Planning

12.1 Sustainability Appraisal: Non-Technical Summary of the Publication Dover District Local Plan (September 2022)

The Sustainability Appraisal Non-Technical Summary summarises the full Sustainability Appraisal Report of the Dover District Local Plan Regulation 19 Submission (October 2022).

12.2 Sustainability Appraisal Addendum and ERRATA Sheet II (May 2023)

The Sustainability Appraisal Addendum provides an update to the Sustainability Appraisal to reflect changes to the Habitats Regulations Assessment which have been made to address representations received from Natural England. In addition, the ERRATA Sheet II clarifies administrative reporting errors relating to 3 sites assessed in the SA: Dover Waterfront (DOV017), Land to the east of Jubilee Road (WOR006) and Farmland lying to the north of Aylesham and to the east of Adisham Road (AYL004).

The following email was sent to the Dover District Council Local Plan Team regarding these consultations (items 12.1 & 12.2):

“Dear Local Plan Team

We have received the Sustainability Appraisal: Non-Technical Summary (NTS) of the Publication Dover District Local Plan (September 2022) and Sustainability Appraisal Addendum and Errata Sheet II (May 2023), that opened for consultation last week.

I have reviewed the documents available for the consultation and note that the Errata Sheet II clarifies administrative reporting errors relation to 3 sites, one of which includes: Farmland lying to the north of Aylesham and to the east of Adisham Road (AYL004).

I am fully aware and appreciate that you are not inviting further comments to the Dover District Local Plan Regulation 19 Submission documents, nor the full Sustainability Appraisal Report (September 2002) as these are now with the Secretary of State.

For our Council to discuss what we can consult on: Sustainability Appraisal Non-Technical Summary and the Sustainability Appraisal Addendum and Errata Sheet II at our next meeting, please could you confirm the following:

It appears that an error was made in the positive/negative aspects for the North Aylesham proposal that has now been amended: + was typed when it should have been - and vice versa.

However, that proposed site (North of Aylesham) has been removed from Regulation 19 of the Dover District Local Plan, which is as noted above is with the Secretary of State, so this is now irrelevant?"

The following response from Dover District Council was received, which was circulated to Councillors prior to the meeting:

"In response to your email last week, you are correct in that the erratum is purely updating a factual error in the previously published document about that site. It does not change the proposals in the submitted local plan, but we do have to ensure our evidence base is factually accurate, as the Inspectors will need to review the correct information in light of representations made on the site allocation proposals from all parties in order for them to consider whether the Local Plan is sound and can be adopted. There is a legal requirement to consult formally on a Sustainability Appraisal, so this is why the consultation is required.

You are not required to make representations on the consultation, unless there is something factual that you wish to dispute with those SA documents."

Resolved: It was proposed by G. Armstrong and seconded by B. Oliver that the Parish Council do not respond to these consultations, as per agenda items 12.1 and 12.2, as following the previous campaign by the Parish Council, Aylesham is no longer included in these plans. Therefore, unless there is something factual to dispute, there is no need to comment.

Outcome: All in favour, motion carried.

13. Aylesham Development & Aylesham Development Update Meetings

13.1 Meeting held on 6th June 2023

Parish Clerk will issue brief file notes and the Dover District Council meeting notes, once received.

13.2 To receive any updates on the Demand Responsive Bus Service

None.

13.3 To receive any updates on the Market Square Lighting Project

PSR Lighting Ltd have now received the order from the manufacturer. Kent County Council have given permission for their feeder pillar to be used, which is now currently awaiting UKPN to action.

13.4 To discuss any new or existing issues.

- The Heras fencing, and bases were removed from Station Field.
- The dog waste bin on Colliers Way will now be replaced with a litter bin, and Council are required to think of a new location as there is already one at the bus stop on the corner into Hill Crescent.

Resolved: It was proposed by D. Fleck and seconded by G. Armstrong that the new bin be located at the Cooting Road end of Collier's Way.

Outcome: All in favour, motion carried.

- No further complaints have been received regarding site parking.
- Motorbikes/quad bikes on Cripps Close (Attlee Avenue play park) is being investigated by Dover District Council.

14. Aylesham House (any updates)

Parish Clerk to meet with Manse Designs Ltd re: Building Regulations.

15. Highways Improvement (any updates)

15.1 To receive any updates on the proposed Zebra Crossing on Dorman Avenue North

The Clerks met with Kent County Council to discuss why they will not approve the request for the installation of a crossing on Dorman Avenue North despite Aylesham Parish Council having the full funding set aside for the project. Kent County Council have provided the Parish Council with the data collected from the speed & Non-Motorised Survey which Kent County Council state is not within the range required to install a crossing. All information was circulated to Councillors prior to the meeting.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the Parish Council work in conjunction with Aylesham in Touch to notify the community on what the Parish Council have been working on with regards to the crossing, and what the outcome is from Kent County Council.

Outcome: All in favour, motion carried.

15.2 Cooting Road

Awaiting response from Kent County Council.

16. Spinney Wood

16.1 To receive any updates from White Cliffs Countryside Partnership

None.

16.2 To consider a request from Natural England for access to the land to carry out survey work for Living England between April 2023 to October 2025

Information circulated to Councillors prior to the meeting.

Resolved: It was proposed by S. Bott and seconded by B. Oliver to grant permission for Natural England for access to the land to carry out survey work for Living England until October 2025.

Outcome: All in favour, motion carried.

17. Aylesham & District Community Workshop Trust (any updates)

None.

18. Aylesham Parish Council Four Year Objectives

Councillors discussed the importance of knowing what direction the Council are going in.

D. Garrity suggested that it would be good to collaborate to generate ideas on what can be achieved in next four years. Parish Clerk to look into legalities and it be discussed at a future meeting.

S. Bott submitted a report to the Parish Clerk prior to the June meeting, requesting that a committee or working group is set up with other community groups in the village for Aylesham's Centenary Celebrations in 2027.

Parish Clerk advised that she needs to look into the legalities for Aylesham Parish Council of this, for example with regards to the type of committee/working group and finance. Parish Clerk advised Council that community groups should be approached but that groups have internal discussions to generate ideas prior to any committee/working group meeting and advised Council to set up an initial meeting in a few months' time once the Assistant Clerk returns to work in late October. It was noted to Councillors that the Parish Clerk and the Acting Assistant Clerk's workloads are up to full capacity. Centenary Celebrations will be its own agenda item moving forward once the advice has been received and looked into by the Parish Clerk.

19. To consider a joint drop-in session for Parish Councillors and Dover District Council Community Development Officer

To consider a joint drop-in session for Parish Councillors and Dover District Council Community Development Officer at Bechange.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the Officers look into the feasibility of this.

Outcome: All in favour, motion carried.

20. Next Meeting Date; Tuesday 11th July 2023.

21. Items for next Agenda

Requests to are to be emailed from Councillors to the Parish Clerk no later than 10 working days prior to any meeting; together with a report for consideration.

- Meeting Closed 21:31pm -

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

Signed.....

Date.....

Aylesham Parish Council meeting June 2023

Aylesham Parish Council June 2023 Appendices.

Appendix A:

Public Representation – Local Resident.

- Concerns regarding the junction of Cooting Road/B2046 and the buses having to overhang the other side of the road when turning. The resident strongly expressed that they feel that the road is not wide enough for requirement.
- Crucial that a crossing is installed on Dorman Avenue North.

Cllr Pout responded to the resident's concerns:

- The Parish Council are looking into the options at length for a crossing and have been in talks with Kent County Council about this for some time.
- Resident was given Kent County Councillor Manion's contact details.

Appendix B

Dover District Councillor J. Pout.

- Heras fencing issues on Station Field have since been removed.
- The Cripps Close play park access gate concerns are also being investigated.
- In recent days there was reports of a missing boy from the village, Dover District Council were on standby to help with the CCTV system, but the boy was found before this was needed.
- Cllr Pout has received lots of contact from residents regarding the development on Station Field.
- Some residents expressed concerns that no one spoke against the reserved matters applications at the Dover District Council's Planning Committee on 23rd February 2023, but Cllr Fleck did represent Aylesham Parish Council and spoke against the application.

At this stage, the Parish Council have exhausted all avenues, and he recommends to them that moving forward they try to get the most out of the development for the community.

Dover District Councillor M. Mamjan

Nothing to add.

Appendix C

Dover District Council Community Development Officer N. Chester

- Community Roots Van has been out and about as usual. The Community Roadshow took place on Station Field and was successful. The van now has CCTV installed and it can be used as security at events.
- The parking team have been working in conjunction with Kent County Council and have been addressing issues with parking outside schools and working on further initiatives.
- Shop Front Grant Scheme: two applications were presented at panel and have received principal approval.
- CCTV at Cripps Close Play Park: There is a bird's nest on a lamp post that is delaying the installation of the CCTV camera. Once the birds have moved on this will proceed. DDC Parks and Open spaces team are working with the Fire Station to gain access to the overgrown area to clear it.
- Station Field: The fencing that had been knocked over has now been removed, and any holes left have been filled.