



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of AYLESHAM PARISH COUNCIL meeting held on Thursday 29th July 2021 at
19.00pm at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

M. Townsend (Chair), B. Oliver, L. Prescott, K. Sutcliffe, , S. Bott, K. Robinson (Clerk and RFO) N. Purcell (Acting Assistant Clerk in attendance via Zoom), Cllr S. Manion, Cllr L. Keen, Cllr C. Woodgate.
There were no members of the public present.

2. Apologies

S. MacCallum- Work

I. Thomas – Personal reasons

V. Thomas- Personal reasons

J. Pout- Personal reasons

Resolved: It was proposed by K. Sutcliffe and seconded by B. Oliver to accept the listed apologies.

Outcome: All in favour, motion carried.

3. Declaration of Interests

S. Bott- Aylesham Workshop Trust

4. Minutes of the previous meeting and matters arising

It was proposed by S. Bott and seconded by L. Prescott that the minutes of the meeting held on 6th May 2021 are a true and accurate record.

Outcome: All in favour- motion carried.

5. Matters arising (from the previous minutes not covered elsewhere on the agenda)

None

6. Public Representation (Notified to Clerk in advance of the meeting)

None

7. County Cllr, District Cllr, Dover District Council, and PSCO Reports

7.1 S. Manion reported that Kent County Council have had to stop taking unaccompanied asylum-seeking children as they have reached their capacity. They will take any action including going through the courts, to secure a fair and safe solution.

7.2 L. Keen congratulated those involved with Aylesham 4 Aylesham's Fayre on the Square event held recently. L. Keen received reports regarding traffic concerns on Market Square and asked if Aylesham Parish Council had received any complaints. Parish Clerk confirmed that the only complaints received were what Aylesham Parish Council had been copied into, and they were due

to be discussed under the correspondence section of the meeting. If any further complaints are received L.Keen requested that the parish council email details to her for support.

L.Keen advised APC that she will be on leave during August.

7.3 C.Woodgate reported that DDC are in the process of correcting a discrepancy regarding the use of Aylesham s106 money being used for grounds maintenance outside of Aylesham. L.Keen reported that Aylesham Parish Council had not been consulted. L.Keen praised APC Cllr J.Pout for his actions in bring the issue to her attention.

7.4 The PCSO and DDC reports will be circulated after the meeting.

8. Correspondence & Clerk Report.

Correspondence

8.1 Email from local resident regarding pot holes in Dover District Council owned car park on Boulevard Courrieres.

Resolved: Proposed by B.Oliver and seconded by L.Prescott that Aylesham Parish Council intervene and escalate this with DDC to resolve the issue.

Outcome: All in favour, motion carried.

8.2 Aylesham Parish Council were copied in an email to Cllr Manion regarding the incorrect spelling of Snowdown on the A2060 new (Canterbury bound) roundabout. The resident asked if this could be rectified.

Resolved: It was proposed by B.Oliver and seconded by L.Prescott that the parish council contact KCC to have the signage rectified with the correct spelling of the name Snowdown.

Outcome: all in favour, motion carried.

8.3 Email chain that the Parish Council have been copied into regarding parking on Dorman Avenue South, back road of Market Square shops (off Dorman Avenue South), traffic offences in Milner Crescent (driving the wrong way up a one way road, persistent parking the wrong way on the corner), Central Boulevard/Market Place (bikes doing wheelies, driving erratically), member of public in Market Square with aggressive outbursts and children on motorised scooters.

Resolved: it was proposed by B.Oliver and seconded by L.Prescott that the parish council attend a meeting with Dover District Council, Kent County Council and District Councillor L. Keen. Prior to this meeting, APC are to discuss the traffic concerns within the village. Parish Clerk to find out who owns the service road at the rear of Market Place, along Dorman Avenue South.

Outcome: All in favour, motion carried.

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that the Parish Clerk emails L.Keen and S. Manion to inform her that the newly installed bollards on Market Place/Dorman Avenue South are not fit for purpose as cars are able to drive between them.

Outcome: All in favour, motion carried.

8.4 Email from Aylesham Workshop Trust regarding their Open Day on Saturday 21st August 2021. The Parish Council have been invited to exhibit in the Main Hall any plans or ideas they have that they wish to convey to the public. They also request permission to put advertising banners up at the entrance to the Market Square after 24th July.

S.Bott left the meeting room while the matter was discussed.

Resolved: It was proposed by K.Sutcliffe and seconded by B.Oliver that the Aylesham Parish Council attend the open day, at the August meeting a rota is to be prepared.

Outcome: All in favour, motion carried.

Resolved: It was proposed by B.Oliver and seconded by L.Prescott that Aylesham Parish Council will hang the banners at the Market Square on their behalf so as to comply with planning permission.

Outcome: All in favour, motion carried.

S.Bott re-entered the meeting room.

8.5 Email chain regarding lack of Kent County Council Warden for Aylesham. Cllr L. Keen has raised this with Dover District Council and Mike Hill Cabinet Member for Community and Regulatory Services for Kent County Council. L.Keen has been advised that there will not be a Warden assigned for Aylesham at this time.

Outcome: Noted.

8.6 Email from Emily Barnes of DDC, regarding Geocaching Trail and permission for two locations, Aylesham House & Market Square.

Outcome: Parish Clerk deferred this item until August meeting as she is awaiting completed risk assessments.

8.7 Email from local resident regarding overgrown vegetation at the rear of Attlee Avenue Play Park which is now around 8ft and is encroaching neighbouring properties. Kent County Council have confirmed to the Parish Clerk that the land is owned by Dover District Council. Parish Clerk contacted D. Solley of DDC, but is still waiting for a response. Parish Clerk expressed concerns over the lack of maintenance of this land especially with the new play park that is imminent.

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that the Parish Clerk check the planning permission for the park, to make L.Keen aware of the issues/concerns and facilitate a meeting if required.

Outcome: All in favour, motion carried.

Clerk Report

8.8 Two laptops, MS Office 365 and virus protection quotes circulated to Councillors prior to the Meeting

Resolved: it was proposed by S.Bott and seconded by K.Sutcliffe to accept the quote for two laptops and accessories to be purchased directly from the manufacturer at a cost of £4,567.70 exc VAT.

Outcome: All in favour, motion carried.

In addition to the laptop quotes, Parish Clerk has spoken to 123 Reg, the current website domain provider to obtain the following quotes:

- 9 emails for Councillors £106.92 per year
- Two Microsoft 365 Standard for Clerks including email addresses £191.76.
- Total £298.68 plus VAT

Resolved: it was proposed by B.Oliver and seconded by K.Sutcliffe that the above quote for £298.68 plus VAT is accepted.

Outcome: All in favour, motion carried.

9. Finance Committee & Payments approval.

i) July 2021 Payment schedule approval

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3811 3812 3813 3814	Staff	July Salary & Salary Differences	N/A	£905.31	N/A	£905.31
3814	Clerk Expenses	Zoom July, web camera & hdmi/vga adaptor for laptop (Amazon)	N/A	£39.71	£5.16	£43.37
3809	UK Safety Management	Recreational Committee Aylesham House Maintenance/ Repairs Annual PAT Test	765330	£156.99	£31.40	£188.39
3815	AJL Garden Services	Grounds Maintenance June Invoice	N/A	£665.50	N/A	£665.50
3807	Fire Security Services Ltd	Recreational Committee Aylesham House Maintenance/ Repairs Fire Extinguisher Annual Service	7340	£63.50	£12.70	£76.20
3808	Clean & Simple Window Cleaning	Recreational & Committee Aylesham House Maintenance/ Repairs Bi-monthly window clean June 2021	035	£35	N/A	£35

3816	Surrey Hills Solicitors	All services in connection with leases at Market Square & Attlee Avenue	5333	£425	£85	£510
3816	Surrey Hills Solicitors	All services in connection with Lease of Skate Park	5332	£375	£75	£450
3817	Rialtas Business Solutions Ltd	1 Year User Licence, support & maintenance,	SM23756	£124	£24.80	£148.80
3818	All Out Waste	Removal of photocopier (broken)	100	£30	N/A	£30

Resolved: it was proposed by S. Bott and seconded by B. Oliver that the July 2021 payment schedule is accepted.

Outcome: All in favour, motion carried.

10. Planning Committee

Minutes from the meeting held on 27th July will be circulated and posted on the website as soon as they are available.

11. Recreational & Facilities Committee

Minutes from the meeting held on 15th June have been circulated to all councillors and are available on the website. Next meeting date to be confirmed.

12. Working & Community Group Updates

12.1 Working Group (with Aylesham Hub Ltd & A&SSWS)

The Working Group have only just received a road map from Dover District Council that was previously requested. S. Bott feels it is important that District Councillors meet with Representatives of the Working Group not just Trustees of Aylesham & Snowdown Social Welfare Scheme.

12.2 Aylesham Networking Group

Minutes to be distributed once received.

13. Spinney Wood

The dangerous trees were removed on the 1st July 2021.

14. Aylesham Development

- a) Buckle Drive blocked Drains- M.Townsend to provide evidence of the blockages to the clerks to action.
- b) Meeting with R. Wragg (DDC) and Aylesham Parish Council regarding Public Realm S106.
- c) Shop Fronts- B.Oliver and M.Townsend to gather quotes from shop owners, who will in turn pass these to the Clerks to send to DDC.
- d) Lighting PROW rear of Derwent Way- Parish Clerk to chase for an update for August full council meeting.

- e) Aylesham will shortly have a new mini bus service that will complement the existing bus service. Stagecoach have invited the local community to come up with ideas for a name/brand for the new service, and the colours to be used. Parish Clerk has asked to meet with/speak to Stagecoach about this as they want APC to be involved but has had no reply. Parish Clerk to chase Stagecoach again.
- f) Councillor attendance (with Parish Clerk) to Aylesham Development Update Meetings-Cllrs agreed that the Parish Clerk is able to attend these meetings without a councillor present if they are unavailable to attend. Parish Clerk to update L. Keen.
- g) Hill Crescent zip wire/meadow area, Allotments and Attlee Avenue Play Park- update required. Parish Clerk to chase.

Resolved: It was proposed by S. Bott and seconded by L. Prescott that the actions listed above, points 15 A-G are passed.

Outcome: All in favour, motion carried.

15. White Cliffs Countryside Railway Partnership

No update received.

16. Section 101 Delegated Authority to Parish Clerk/RFO & Assistant Clerk (in the absence of the Parish Clerk)

Parish Clerk deferred this item until the August meeting.

17. Dover District Council Leases of Land

i) Market Square –

Final versions of the lease are being prepared, to be executed by the council.

ii) Attlee Avenue –

Final versions of the lease are being prepared, to be executed by the council.

iii) Skate Park –

Parish Clerk read aloud an email received from the PC Solicitor regarding the 25year lease that was agreed last year. DDC have added a last minute change to the new lease, that APC are excluded from the Landlord & Tenant Act 1954, meaning that APC are not automatically entitled to a new lease after 25 years. Cllrs had received the site plan of the lease in advance of the meeting. Councillors raised concerns about the size of the area in the plans, some believed the area to be smaller. Parish Clerk noted that the site plan was actually taken from the approved planning permission.

Resolved: it was proposed by B. Oliver and seconded by L. Prescott that the matter is deferred pending further enquiries in regards to the site plan.

Outcome: All in favour, motion carried.

18. Car Park (rear of Co-Op)

Aylesham Parish Council own the freehold to one side of the car park at the rear of the Coop (entrance side). Currently Aylesham Parish Council lease the other side of the car park from the Coop. The lease between Aylesham Parish Council and Coop is due to expire on 10/08/2021. The Parish Clerk has been informed that the Coop are in the process of selling their freehold that the shop building and their half of the car park sits on. Once the sale is completed, the Coop will become leaseholders.

Resolved: It was proposed by L.Prescott and seconded by K.Sutcliffe that the parish council defer making any decision on renewing the car park until more information is given, Council must discuss this at the budget meeting before discussions are had internally or externally.

Outcome: All in favour, motion carried.

19. Boundary Commission Response

No comments

20. Next Meeting: Thursday 12th August 2021;

Items for next Agenda: CCTV.

21. AOB for information only

DDC CCTV department have contacted the Parish Clerk to inform the parish council that the camera has no view of Market Square on the South side (premier, butchers etc) due to trees completely blocking the view as they are overgrown. Under the lease, APC are responsible for the maintenance of the trees in the square.

Meeting closed at 21:05