



## **AYLESHAM PARISH COUNCIL**

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Email: [admin@ayleshampc.co.uk](mailto:admin@ayleshampc.co.uk) Telephone: 07830353872

4th March 2024

Dear Councillor,

### **NOTICE OF MEETING – AYLESHAM PARISH COUNCIL**

I hereby give notice that the next meeting of Aylesham Parish Council will be held at Aylesham House on:

**TUESDAY 12<sup>TH</sup> MARCH 2024 7.00pm**

All members of the Parish Council are hereby summoned to attend for the purpose of considering and receiving the business to be transacted at the meeting as set out below.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

Members of the public and the press are welcome to attend.

Yours sincerely,

*K Robinson*

Kate Robinson  
Chief Executive Officer

## **Agenda**

1. Those Present
2. Apologies for Absence
3. Declarations of Cllr Interests, Dispensations and any changes to the Register of Interest

***Meeting is suspended for up to 15 minutes to allow discussion with Members of the Public present at the meeting:***

4. Public Participation Period
5. External Reports (Updates)
  - 5.1 County Councillor
  - 5.2 District Councillor
  - 5.3 Dover District Council Community Development Officer
  - 5.4 Kent Police

### ***Parish Council Meeting Resumes***

6. Minutes of previous meeting: February 2024
7. Matters Arising (from the previous minutes not covered elsewhere on the agenda)
8. Chief Executive Officer Report (page 3)
9. Section 101 Delegated Authority – No items to note.
10. Finance
  - 10.1 March 2024 Payment Schedule (page 5)
  - 10.2 Insurance Renewal 2024/2025
  - 10.3 Grant Applications 2024/2025
11. Committees
  - 11.1 Recreational & Facilities Committee Vacancy
  - 11.2 Finance, Audit & Personnel Committee Vacancy
  - 11.3 Planning, Environment & Transport - Canterbury City New Local Plan Update
12. Aylesham House
13. Aylesham Development Matters
  - 13.1 Aylesham Development Update Meeting
  - 13.2 To raise or discuss any new or existing development issues
  - 13.3 Market Square Lighting Project
14. Highways Improvement Plan
15. Spinney Wood
16. Allotments
17. Annual Risk Review 2024
18. Centenary Celebrations Working Group

- 19.**Car Park Dorman Avenue North
- 20.** 80<sup>th</sup> Anniversary of the D-Day Landings
- 21.**Councillor Vacancy
- 22.**Next Meeting Date: Tuesday 9th April 2024

Close of Meeting

**An opportunity to speak on an Agenda item will be given at the beginning of Council business during Public Participation. Please let the Administration Officer know in advance if you wish to speak on 07830 35387 or via email: [admin@ayleshampc.co.uk](mailto:admin@ayleshampc.co.uk)**

### **Agenda Item 8: Chief Executive Officer Report**

**8.1** Octopus Energy Business is now the supplier, fixed for two years for Gas and Electricity at Aylesham House; with the Skate Park also to transfer over from British Gas which had gone onto variable rate for all three agreements. After due diligence Octopus Energy for Business was found to be the supplier with the best rates for Aylesham Parish Council.

**8.2** Member of public contacted Aylesham Parish Council regarding overgrown bushes adjacent to the footpath on Burgess Road near to the junction with Ratling Road.

**Actioned:** Reported to Kent County Council.

**8.3** Raised paving slabs near to Aylesham Station/car park that were reported by a resident previously; Network Rail and Kent County Council have both now said they are not responsible for this area so Property Services at Dover District Council have been contacted (due to Parks and Open Spaces maintaining all the shrubs in the area, and prior discussions with Dover District Council about the car park); Property Services are now investigating and will come back to Officers'.

**8.4** Invitation to Councillors from 20<sup>th</sup> Deal (Aylesham) Cornwallis Scout Group to their 'Jack and The Beanstalk' performances on Monday 25<sup>th</sup> March 2024 at either 5.15pm or 7.15pm.

**8.5** Contact was made again with Kent County Council regarding the persistent flooding on Aylesham Road with the junction of Holt Street in Snowdown. Aylesham Parish Council first reported it in November 2023 (and previously prior to this). Concerns were raised to their emergency response line that the flooding was appearing to get worse, causing danger to both pedestrians and vehicles with no warning signs in place for either. CEO informed that their Flood Officers' would visit the site as an emergency.

**8.6** Contact was made with Southern Water Incident Team from Friday 23<sup>rd</sup> to Monday 26<sup>th</sup> February in relation to residents who had loss of water. Facebook posts from Southern Water were shared to try to keep residents updated. If the matter had escalated to Dover District Councils their Emergency Plan would have been put in place however this was not required, this time. CEO has made enquiries for Aylesham Parish Council to have an Emergency Plan however this is discretionary, and Dover District Council must be contacted as it will need to fit into their set up. Further information will be sought and discussed at a future Full Council meeting.

**8.7** A grass verge on Dorman Avenue South was damaged by lorries associated with the Southern Water Bottled Water Stations at Aylesham Welfare Leisure Centre, these were reported on Monday 26<sup>th</sup> February to Kent County Council who thanked the CEO for reporting them and advised they had visited the site and asked Southern Water to arrange top soil and more grass seeds to be added to return the verge to its original state.

### 10.1 March 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses CEO/RFO	March 2024 Expenses HP Instant ink	March 2024	£18.39	N/A	£18.39
Staff Expenses Caretaker	Park Inspections Mileage February (4 weeks) 4.3 miles p/w at 0.45p p/mile	N/A	£7.74	N/A	£7.74
Staff Expenses Administration Officer	Mileage – Key Cutting/Snowdown Recreational Field 28 miles at 0.45p per mile	March 2024	£12.60	N/A	£12.60
<b>Expenditure that has been paid since the last Full Council Meeting (February 2024) as per Financial Regulations item 5.5</b>					
One Call Electrical	Aylesham House - EICR	11605	£230.00	£46.00	£276.00
Kohls Chartered Surveyors Ltd	Full Level 3 Building Survey at Aylesham House	2072	£1,150.00	£230.00	£1,380.00
Rexaus Group Ltd T/A Drain Detectives	Aylesham House CCTV Drain Survey, full report/pressure washer jetting to clear lines of debris in order to facilitate CCTV survey	34846	£685.00	£137.00	£822.00
Kent Association of Local Councils (KALC)	Annual Planning Conference March 2024. Two attendees: Cllr Fleck & Cllr Flaig	8964566149	£140.00	£28.00	£168.00
Yvonne Forbes T/A Majestic Energy Certificates	Display Energy Certificate & Commercial Energy Certificate – Aylesham House	26 <sup>th</sup> February 2024	£375.00	N/A	£375.00
One Call Electrical	EICR Remedial Work – Replace 2 MCB's	11616	£80.00	£16.00	£96.00
Business Stream	Aylesham House – Water	Sept – Dec 2023	£31.71	N/A	£31.71
Glasdon UK Limited	3xPicnic Benches (2 @Skate Park, 1@ Snowdown Recreational Field)	880942	£2,230.80	£446.16	£2,676.96