



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Monday 29th November 2021** at
19.00pm at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

M.Townsend (Chair); B.Oliver; S.Bott; K.Sutcliffe; J. Pout (Vice Chair); L. Prescott;
Parish Clerk (K. Robinson), Assistant Clerk (D. Jenkins).

2. Apologies For Absence

I.Thomas- Personal reasons
V.Thomas- Personal reasons
District Cllrs L.Keen; S. Manion; P. Walker

3. Declaration of Interest

S.Bott- Aylesham & District Community Workshop Trust
B.Oliver- Aylesham Hub Ltd
M.Townsend- Aylesham 4 Aylesham

4. Minutes of Previous Meeting

Resolved: S. Bott proposed that the minutes from the previous held on 14th October 2021 was a true and accurate account. B. Oliver seconded.

Outcome: 4 in favour, 2 abstained. 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, agenda items only)

None

7. County Cllr, District Cllr, Dover District Council & PCSO Reports

See appendix 1 and 2.

8. Parish Clerk Report (Correspondence)

8.1 Complaint received about a caravan parked on the communal land opposite houses on Spinney Lane. Parish Clerk reported this to DDC, it was not classed as abandoned but passed to CSU to respond to and the caravan has since been removed.

8.2 Overgrown and overhanging vegetation blocking the pavement either side of the railway bridge on Ackholt Road. Pedestrians are unable to walk on the pavement and are therefore walking on the road, which is already quite narrow. Clerk reported this to KCC and Network Rail on 4th November.

Resolved: Parish Clerk to refer to S. Mannion. Proposed by J. Pout, Seconded by B. Oliver

Outcome: All in favour.

It was noted by Cllr L. Prescott that the shrubs along Aylesham Road to Snowdown footpath are also overgrown and overhanging onto a footpath causing pedestrians to walk on a 60mph road.

Resolved: B. Oliver Proposed for the Parish Clerk to also pass this onto S. Manion. L. Prescott Seconded.

Outcome: All in favour, motion carried.

8.3 Request for War Memorial to be cleaned twice a year. Item to be deferred to Recreational & Facilities Committee meeting in January.

8.4 Aylesham & District Community Workshop Trust AGM to be held on Tuesday 30th November at 18.00pm. Clerk displayed the poster on the Parish Council Facebook page.

Outcome: Noted.

8.5 Aylesham & District Community Workshop Trust wrote to the Parish Council to see if Cllr Bott will be put forward as a Representative at their AGM. Parish Clerk wrote to confirm that Parish Council Representatives can only attend meetings to view them, and answer questions if necessary however they cannot be a Trustee and have voting rights on external organisations. Aylesham Parish Council resolved last year that they would not have any Representatives on external organisations for that reason. Councillors of course can be a Trustee but only as a Local Resident, which is what S.Bott is currently, as their Chair.

8.6 Womenswold Parish Action Group would like to work with Aylesham Parish Council against the proposed further expansion of Aylesham to the South. They have already sent a petition to the Planning Department at DDC, and sent letters against the proposal to Ben Fitter-Harding at Canterbury CC plus various MP's and are encouraging their Parishioners to do the same. Clerk has sought legal advice for the Parish Council on this from KALC, which has been sent to all Councillors.

Resolved: J. Pout proposed following advice from KALC that APC are unable to join action group. Cllrs are happy for Womenwold Parish Action Group to attend APC meeting and receive information. Seconded S. Bott.

Outcome: All in favour, motion carried.

8.7 Request from Aylesham & Snowdown Social Welfare Scheme to meet with them at the Welfare Leisure Centre regarding S106 Monies and ideas they have for providing youth sessions and their health and wellbeing.

Resolved: Councillors are happy to have an onsite walk around with Aylesham & Snowdown Social Welfare Scheme in the New Year, however due to 1972 LGA meetings cannot be at a venue with an alcohol licence. Aylesham Parish Council to have a site visit and then an online meeting with Aylesham & Snowdown Social Welfare Scheme. Proposed by S. Bott. Seconded by J. Pout

Outcome: All in favour, motion carried.

8.8 Councillor Vacancy

Outcome: Clerk to inform Dover district council who will in turn advertise the vacancy in the New Year.

9. Section 101 Delegated Authority

Full Council

9.1 Aylesham House – Replacement boiler was required at a cost of £1,512.50 plus VAT, Be-Wise Gas and Plumbing Services Ltd.

9.2 Remembrance Sunday Service – Permission given to St Peter's Church, St Finbarr's Catholic Church and Aylesham Baptist Free Church to hold the Remembrance service in the Market Square

and for use of the electricity. This event was overseen by A&S Event Service.

9.3 Aylesham House – Building Survey quote from local company KCS Surveyors accepted for £1,150 plus VAT. This was reduced from £1,500 plus VAT for the Parish.

9.4 Grounds Hire Agreement adopted by Aylesham Parish Council for use of land; Market Square and Snowdown Recreational Field by Community Groups. Information for this will shortly be available on our website.

9.5 Grounds Hire Agreement – Use of Market Square from 29th November 2021 until the week of 3rd January 2022. Aylesham 4 Aylesham: Christmas tree, Christmas lighting on tree and hedgerow.

9.6 Grounds Hire Agreement – Use of Market Square on Saturday 4th December by Aylesham 4 Aylesham for Christmas lighting event.

9.7 Repair to power supply by Christmas tree area and external lockable plug socket (key to remain with Aylesham Parish Council at all times). £140 plus VAT, One Call Electrical.

10. Finance, Audit & Personnel Committee & Payments Approval

November 2021 Payment Schedule approval

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3862 3854 3855	Staff	Salaries	N/A	£872.64	N/A	£872.64
3855	Clerk Expenses	October Zoom & Three Mobile Upfront Fee		£43.39	N/A	£43.39
	AJL Garden Services	Grounds Maintenance October Invoice	October 2021 Invoice	£665.50	N/A	£665.50
3842	Astra UK (Contracts) Ltd	Aylesham House Asbestos Removal	28572	£1,620	£324	£1,944
3843	Norwood Survey Ltd Cheque paid, but is to now be refunded.	Building Survey Report		£550	N/A	£550
3834	Cancelled			Cancelled	Cancelled	Cancelled
3844	Christopher Cooney	Window Cleaning Aylesham House	October 2021	£35	N/A	£35
3845	Manse Designs	Market Square Lighting Project Planning Portal Admin Fee	2021-52-INV01	£28	N/A	£28
3846	Aylesham People's Cinema	Grant 2021/2022	N/A	£510	N/A	£510
3847	Aylesham Heritage Centre	Grant 2021/2022	N/A	£259.23	N/A	£259.23

3848	Aylesham Hub Ltd	Grant 2021/2022	N/A	£1,000	N/A	£1,000
3849	Snowdown Colliery Welfare Male Voice Choir	Grant 2021/2022	N/A	£1,000	N/A	£1,000
3850	Royal British Legion	Grant 2021/2022	N/A	£20	N/A	£20
3851	Be-Wise Gas & Plumbing Services Ltd	Replacement Boiler	2125	£1,512.50	£302.50	£1,815
3852	KOHL'S Surveyors Ltd	Aylesham House Building Survey	1396	£1,150	£230	£1,380
3853	Cancelled	N/A	N/A	N/A	N/A	N/A
3856	Cancelled	N/A	N/A	N/A	N/A	N/A
3857	Surrey Hills Solicitors	Leases of Land	5963	£500	£100	£600
3858	The Vineyard Garden Centre Ltd	Market Square (Fifth Trust)		£223.63	£44.73	£268.36
3859	Safeplay Playground Services	Second quarter playground inspections October 2021	19756	£5	£1	£6
3860	Clerk Expenses	Three laptops and accessories Lenovo Pro		£5,562.32	£1,112.45	£6,674.77

Resolved: Proposed by S.Bott and seconded by K. Sutcliffe for the November payment schedule be accepted.

Outcome: All in favour, motion carried

11. Planning Committee

No new updates.

12. Recreational & Facilities Committee

No new updates.

12.1 Two new vacancies for Recreational & Facilities Committee

Resolved: Proposed by B.Oliver and seconded by K.Sutcliffe for L. Prescott to join Recreational & Facilities Committee. The second vacancy will be placed on the Agenda again once the Councillor vacancy has been filled.

Outcome: All in favour, motion carried.

13. Working & Community Group Updates

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

No update received.

13.2 Aylesham Networking Group

No report received.

14. Spinney Wood

14.1 Winter Volunteer Dates

Volunteer group took place on the 29th November.

Resolved: Parish Clerk to chase quarterly report. Clerk to contact White Cliffs Countryside Project.
J. Pout proposed. K. Sutcliffe seconded.

Outcome: All in favour, motion carried.

15. Aylesham Development

15.1 Site meeting/walk-around with Persimmon Homes, DDC & District Cllrs Wednesday 10th November.

J. Pout reported that site meeting was receptive and offered solutions. Lots of issues were raised with the Technical Director of Persimmon Homes in 2.5 hours, a good start overall.

15.2 Section 106 monies meeting with DDC Monday 22nd November 2021.

J. Pout summarised the meeting held with DDC:

Informed councillors that not all S106 money has been spent on youth services and some is on hold.

Resolved: S. Bott proposed for APC to hold a meeting with residents, Schools and activity groups, to create a list of what local resident would like to have in the village in future. Once a list has been put together to inform developers for where S106 monies should be spent. J. Pout seconded.

Outcome: All in favour, motion carried.

15.3 S106 Public Realm Grounds Maintenance meeting with DDC Wednesday 24th November. J.

Pout gave update on meeting with D. Solley and R. Wragg waiting for a formal proposal and for DDC to apply for tender with APC grounds maintenance.

15.4 Allotment Update. Clerk read response in minutes stating waiting for planning application to be submitted. J. Pout informed councillors that planning application was submitted in April 2020 and is awaiting a response with the case office K. Bennett.

Resolved: Clerk to question minutes and inform that application 15/00068DD has been submitted and request an update on application. K. Sutcliffe Seconded.

Outcome: All in favour.

15.5 Market Square Lighting Project - project on hold due to issue with feeder pillar awaiting new quote.

16. Leases of Land

16.1 Signing of Market Square Lease

16.2 Signing of Attlee Avenue Lease

Outcome: Clerk deferred.

17. Aylesham House

Separate meeting to be arranged once Survey has been received.

18. Policies Review

18.1 Adoption Leave & Pay Policy

18.2 Disciplinary Policy

18.3 Flexible Working Policy

18.4 Paternity Leave Policy

18.5 Training and Development Policy

18.6 Anti-Harassment and Bullying Policy

18.7 Equality and Diversity Policy

18.8 Performance Improvement Policy

18.9 Whistleblowing Policy

18.10 Data Protection Policy

18.11 Expenses Policy

18.12 Maternity Policy

18.13 ICT Policy

18.14 Sickness Absence Policy

Resolved: S.Bott proposed to accept all policies. K. Sutcliffe seconded.

Outcome: All in favour. Motion carried.

19. Highways improvement plan.

Resolved: Clerk to put in the following responses to the highways improvement plan:

- 20mph speed limit around Aylesham and Snowdown
- Lowering speed along Aylesham road to 30mph.
- One way systems around Aylesham to relieve with congestion with two way traffic and on street parking. (Cllrs to specify what roads)
- Lit zebra crossing on Dorman Avenue North near Derwent Way
- Lighting on Dorman Avenue South to be improved.
- Visibility at the end of Spinney Lane with the B2046 junction.
- Parking on Dorman Avenue South/Hyde Place

Proposed by J. Pout and seconded by B. Oliver.

Outcome: All in favour. Motion carried.

Resolved: S. Bott proposed for Parish Clerk to also email S. Manion regarding the speed limit along the Adisham road B2046. B. Oliver Seconded.

Outcome: All in favour.

20. Next Meeting: Thursday 13th January 2022

21. Items for next Agenda: Budget & Precept 2022/2023.

Meeting closed 20.58