



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of AYLESHAM PARISH COUNCIL meeting held on Thursday 21st January 2021 at 19.00pm via Zoom due to Covid-19.

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those present-

Cllrs M.Townsend (Chair) J.Pout, I.Thomas, V.Thomas, B.Oliver, S.MacCallum, K.Sutcliffe, S.Bott, L. Prescott. Parish Clerk K. Razzell, Acting Assistant Clerk N. Purcell. Cllr L.Kettlewell (Deal Town Council), Cllr L.Keen (DDC), Cllr S. Manion (KCC). Three residents.

2. Apologies-

Cllr C. Woodgate (DDC)

3. Declaration of Interest-

I. Thomas, V. Thomas, B. Oliver: Aylesham HUB Ltd
M. Townsend: Aylesham & Snowdown Social Welfare Scheme
K. Sutcliffe M. Townsend: Aylesham 4 Aylesham
S. Bott: Aylesham & District Community Workshop Trust

4. Minutes-

November 2020

It was proposed by I. Thomas, seconded by B. Oliver and RESOLVED that the minutes from the previous meeting are a true and accurate record.

5. Matters Arising-

18.3 Dorman Avenue North flooding is getting worse. KCC have adopted the road. K.Razzell informed the Parish Council that she is awaiting an update from the developers, and is hoping to hear more next week.

6. Public Representation-

6.1 L. Kettlewell from Deal Town Council spoke to represent the White Cliffs Community Rail Partnership. (WCRCP) L. Kettlewell corrected information mentioned in the local papers: WCRCP was not set up by Deal Town Council, DDC and Folkestone District Council (FDC). WCRCP want to improve the rail facilities in the area, for example: improving disability access to the station, addressing litter problems, improving garden and green spaces. They also wish to implement a project in schools to encourage use of public transport.

S. Bott thanked Cllr Kettlewell for his input and supported the matter, reiterating that Aylesham is expanding, but no expansion of public transport is mentioned in any of the plans presented by DDC.

7. County Cllr, District Cllr DDC Reports:

7.1 District Cllr Linda Keen gave a report identifying the following:

The feasibility study for Aylesham Welfare Leisure Centre is available as a report. Cllr Keen requested that the Parish Council advertise on the website so that it is accessible to all.

There has been lots of calls to defer the new local plan. However, it is still going ahead as planned. A hard copy can be requested if you have no access to the online version from DDC.

The vaccination programme is being rolled out, and reports have come back that people of Aylesham village are having to travel out of area to receive their vaccinations. The clerk has been supporting the parking issues by contacting organisations to request use of their car parks during busy periods.

S.Bott applauded the efforts so far on the vaccination work, and identified concerns about the location of the vaccination centres in relation to who these locations are allocated to. People are being offered last minute, same day appointment slots which are not possible for all people living in Aylesham as these appointments are in Dover and there is a significant lack of public transport. S.Bott to put these concerns in writing to Cllr Keen.

7.2 S. Manion from KCC gave the following report:

With regard to the current national lockdown, it is still early days, any further briefing received will be forwarded onto the clerk for distribution.

KCC are working to clear litter from the roads in the area, currently approximately 1400 bags have been collected from the M20.

The 2021/2022 budget has been agreed at a 2% rise plus a 3% rise to specifically contribute toward adult social care.

S. Manion will chase the flooding issue on Dorman Avenue North.

8. Correspondence and Clerk report

8.1 Resolved: S.Bott proposed that Aylesham Parish Council join partnership with the White Cliffs Rail Community Partnership. J. Pout seconded.

Outcome: All in favour motion passed.

8.2 Resolved: S. Bott proposed the Clerk send out the letter received from Cllr Kettlewell. I. Thomas seconded.

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

8.3 Social media message received regarding the Veolia street cleaning operative with concerns over the new number of working hours. Clerk has contacted DDC waste services directly and they have not responded yet. Concerns raised over the fly tipping. M.Townsend encouraged Cllrs to report as much as possible.

8.4 Social media message complaint received over the skate park being closed still. Guidance has changed since the message was received in December. Skateboard England say that the Government states that outdoor and indoor skate ramps are to be closed during National Lockdown. Guidance has changed since December. K.Sutcliffe identified that at times there have been children climbing over the fence with the scooters. I.Thomas noted that the adult exercise machines are to be taped off as per government guidance. M.Townsend volunteered to carry this out.

8.5 A local resident requesting more anti dog fouling signs especially along Cornwallis Avenue.

Resolved: I. Thomas proposed the Clerk contact DDC to formally request more signage. V.Thomas seconded.

Outcome: All in favour, motion carried.

8.6 A local resident has expressed concerns about lorries parking on Cooting Road. KCC now have the powers to clamp HGVs but residents need to report it. Phone number is on KCC website. Clerk to inform resident on how to report to KCC.

Resolved: J.Pout proposed Clerk to report on this occasion but in future advise residents to report themselves. I.Thomas seconded

Outcome: All in favour motion carried

8.7 Aylesham 4 Aylesham(A4A) thank the Parish Council for the contribution to the defibrillators these are being installed throughout the village. A4A would like to replenish the cost of the Christmas tree and replace the fence by fundraising. They will reinstate the grass at own expense. Clerk placed 3 members in waiting room while resolution is decided.

Resolved: S.Bott propose we accept the offer with thanks with a question to be asked on the timescale of this repair work. B.Oliver seconded.

Outcome: All in favour motion carried.

K. Sutcliffe, M. Townsend and S. MacCallum re admitted and informed of the decision. M.Townsend informed the PC that the fence was actually donated to the PC by A4A.

8.8 Clerk report: Clerk has been in touch with NHS about parking arrangements with regard to the vaccination programme. Parking seems to have improved.

9. Grants

None.

10. Finance, Audit & Personnel Committee & Payments Approval

10.1 Quarter 3 October- December 2020 Accounts

Resolved: S.Bott proposed December accounts are accepted, B.Oliver seconded.

Outcome: All in favour motion carried.

10.2 Grant Applications from 1st 2021.

Finance Committee have proposed applications are overseen quarterly the Committee, rather than monthly. I.Thomas expressed concerns over the protocol for voting on these matters at the finance committee as per the terms of reference. Clerk responded to explain that the finance matters still have to be approved by full council, even if approved at committee level.

Resolved: S.Bott proposed that grant applications from April be approved as per decision of finance committee. J.Pout seconded.

Outcome: 6 in favour 3 against. Motion carried.

10.3 Precept 2021/22

The precept was screen shared by the Clerk. The PC were under the assumption that the precept may be the same, but strong possibility that it may be reduced in the next financial year. Discussed briefly the process behind the budget choices.

Resolved: S.Bott proposed that the precept is not increased for the next financial year. B. Oliver seconded

Outcome: 8 in favour 1 against. Motion carried

10.4 Budget 2021/22

Resolved: S.Bott proposed the parish council accept the budget as presented to all Cllrs. B.Oliver seconded.

Outcome: 6 in favour 3 against. Motion carried.

10.5 January Payment Schedule Approval

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3762 3763 3764	Staff	January Salaries	N/A	£880.50	N/A	£880.50
3765	M. Townsend	Ring Doorbell (replacement)	N/A	£59	N/A	£59
3766	Clerk Expenses	November, December & January Zoom Subscription Printer Ink	N/A	£79.54	N/A	£79.54

Resolved: S.Bott proposed that we approve the January payments as scheduled. K.Sutcliffe seconded.

Outcome: All in favour motion passed.

11. Planning, Environment & Transport Committee:

11.1 Previous Meeting:

Most recent meeting was held on 7th December 2020 and J.Pout gave a brief on what was discussed. Further details are available in the minutes.

Resolved: J.Pout proposed to hold an Extra Ordinary meeting to formulate the PC's position that can be put forward and can be used to disseminate to other groups. Billy seconded.

Outcome: All in favour motion carried.

Resolved: J. Pout proposed the date for extraordinary meeting is Tuesday 26th January at 7pm. I.Thomas seconded

Outcome: All in favour motion carried.

11.2 Next Meeting:

Next Planning committee meeting to be held on 28th January 2021 at 7pm

12. Recreational & Facilities Committee

12.1 Projects Update

Planning permission has been granted for the second access gate into the Market Square, plus retrospective permission for the existing gate. We are now awaiting AMEY to advise on installation.

Iron railings installed but a site meeting is being arranged with the Contractor due to concerns over the welding.

Picnic benches to be installed when weather permits.

Flower boxes next to benches still on hold due to COVID-19.

12.2 Spinney Woods Update

White Cliffs Countryside Partnership have sent through two proposals which the Committee have approved, and would like Full Council to approve:

1. A quote for undertaking a tree risk and condition survey, which should give the council a better idea of what work needs to be carried out and when over a 5 year period. The survey will not cover all the trees in the wood as that would be prohibitively expensive, but will focus on trees that are on the boundaries and along footpaths etc. **£2,939 + VAT.**

However Darran Solley at DDC is happy to meet at least half of that cost. So, this survey could be achieved at a maximum cost to the PC of **£1,469.50 + VAT.**

Resolved: I.Thomas proposed acceptance of the quotes as listed above. V.Thomas seconded

Outcome: All in favour, motion carried

2. For work between January – March produce a new Conservation Management Plan for the site. This would provide a work plan for maintaining and improving the biodiversity of the wood, managing and maintaining public access and community engagement etc. They would, of course, also supervise the tree survey etc on behalf of the PC. **£2,100 + VAT.**

Resolved: J. Pout proposed that the acceptance of the quote as listed above. S.MacCallum seconded.

Outcome : All in favour, motion carried.

Resolved: J. Pout proposed that from April 2021, the budget moving forward is **£8,000** to White Cliffs Countryside Partnership- with an additional **£2,500** contingency for any emergency work. S. MacCallum seconded.

Outcome: 6 in favour, 3 against. Motion carried.

12.3 Aylesham House

A Memorial tree for Eric Buckle. M.Townsend suggested the Parish Council allow other organisations to contribute if they wish, as Eric was well known in the village.

Resolved: J. Pout Proposed that the Recreational & Facilities committee to look into on the behalf of the Parish Council. B.Oliver seconded.

Outcome: 8 in favour 1 abstain, motion carried.

12.4 Parks

Not inspecting parks at the moment, but there doesn't appear to be any fly tipping at Snowdown Recreational Field at the moment.

13. Working and Community Groups Update:

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

At the last meeting with DDC and Tom Pinnington a range of questions were asked. DDC made it clear that the only option is to build a new building on the site of Aylesham Welfare Leisure Centre. Moving forward legal advice is needed about which groups should be on the working group/voting rights/conflict of interests/the liability of the trustees.

The updated Terms of Reference for this group were discussed at the meeting. J.Pout happy to accept terms of reference as they are with Parish Council, Aylesham Hub Ltd and Aylesham & Snowdown Social Welfare Scheme (ASSWS) continuing to work together. S.Bott identifies that the

PC would benefit from a fuller discussion to what the community want to see and whether J.Pout and S.Bott would continue as representatives? S. Bott also expressed concerns that it may be difficult for the ASSWS in practical terms it is extremely difficult

K. Razzell stated that there needs to be a formalised response to the report ASAP. Full Council need to agree the response. I.Thomas and V. Thomas lost internet connection at this point and left the meeting.

K. Razzell noted a wording amendment of “independent chair but they would have casting vote” this was not on the original Terms of Reference.

Resolved: J.Pout proposed to accept the proposed terms of reference. S.Bott seconded that.

Outcome: All in favour motion carried.

Resolved: S.Bott proposed the report to be discussed at the extraordinary meeting planned. J. Pout seconded.

Outcome: all in favour, motion carried

I.Thomas and V. Thomas re-joined the meeting.

13.2 Aylesham & Snowdown Social Welfare Scheme Report

Meeting held on Tuesday; minutes will be circulated to Parish Council when received. Similar concerns were raised. Concerns over constitution and trustee structure. Awaiting response from CISWO. Moving forward, will be advertising for secretary and treasurer. J.Pout questioned if you have voting rights as a Parish Representative? M.Townsend identifies that this is a problem and it has been raised. Clerk is seeking advice on the matter.

13.3 Aylesham & District Community Workshop Trust

I.Thomas reported that they need to formulate a response to the feasibility report received.

13.4 Workshop Trust:

S.Bott updated that the Trust are meeting next week. Since AGM S.Bott has become the chair of workshop trust so a new parish council representative is needed. Clerk needs the request formally in writing.

14. Aylesham Development:

14.1 M.Townsend- the PC need to mark out the bin locations again. He suggested that maybe a bin is needed on the corner of the footpath on the northern boundary near to the B2046 junction.

J.Pout agrees that we need more but concerns that this may delay the whole process.

Resolved: I. Thomas propose that the response is that 6 bins installed and 1 be moved to footpath near to the B2046 junction. V.Thomas seconded.

Outcome: all in favour.

Amended map to be sent to Clerk tomorrow.

14.2 The Brambles along Dorman Avenue North by the school boundary have been removed.

14.3 M.Townsend reported that a complaint has been received about lighting on far side. Details to follow at next meeting.

15. Covid-19 Update

Bechange are providing 237 meals a week some frozen some fresh. They have enough funding until February.

16. Website and Social media.

16.1 J.Pout updated that the Facebook page has 196 followers, a reach of 867 people and engages 35-44 year olds.

16.2 Website. Comments have been received that documents are not available. The PC are disappointed with the support of the previous provider, having reduced our help when we still have a contract with them and equally with the current provider who we have been with since the summer and no progress has been made leaving the Parish Council in a difficult position.

Resolved: J.Pout proposed that the parish council issue a statement informing the community of the issues the PC have been having with the providers. I.Thomas seconded.

Outcome: All in favour, motion carried

Resolved: I.Thomas proposed the Clerks to look at other suppliers, for agreement moving forward to change providers and not launch the new website. V.Thomas Seconded

Outcome: All in favour, motion carried.

17. Terms Of Reference

17.1 Planning, Environment & Transport Committee:

Resolved: J.Pout proposed to accept the terms of reference. B.Oliver seconded.

Outcome: All in favour, motion carried.

17.2 Finance, Audit & Personnel Committee:

Resolved: S.Bott proposed to accept the terms of reference. B. Oliver seconded.

Outcome: all in favour, motion carried

17.3 Recreational and Facilities Committee

I.Thomas proposed to accept the terms of reference. V.Thomas seconded.

Noted that S.MacCallum has left the meeting.

J.Pout raised concerns that the terms of reference for the Recreational and Facilities Committee state that the Chair is voted in at the 1st committee meeting, but this goes against the standing orders.

J.Pout proposed that the terms of ref are rejected. K.Sutcliffe seconded.

J.Pout withdrew proposal

Resolved: J.Pout proposed that the terms of ref are rejected and edited to fit with the wording of standing order. B.Oliver seconded

Outcome: 5 in favour, 3 against motion carried.

18. Policies

Discussion had about the policies being sent out in advance and any comment that arose from these.

- Adoption Leave and Pay Policy
- Sickness Absence Policy
- Dignity at Work, Anti-bullying and harassment Policy
- Data Protection Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Expenses Policy
- Flexible Working Policy
- Grievance Procedure

- ICT Policy
- Paternity Leave Policy
- Performance Improvement Policy and Procedure
- Training and Development Policy
- Whistleblowing Policy

Resolved: J.Pout proposed to adopt policies as presented, K.Sutcliffe seconded.

Outcome: 5 in favour 3 against. Motion carried.

Meeting Ended 21:31