

Thursday 12 May 2016 at 7.00pm,
Aylesham House, Dorman Avenue South, Aylesham.
SUBJECT TO CONFIRMATION AT THE NEXT PC MEETING

1. Those Present

A. Miller(Chair), J. Cartledge, C. Price, B. Oliver, L. Prescott, K. Sutcliffe, M. Townsend, (Cllrs), M. Sutcliffe (Clerk), Cllr S. Manion (KCC),

2. Apologies

B. Thompson, C. Bryan, Cllr Linda Keen (DDC),

3. General Declarations of Interest

Pecuniary and Other Significant and Voluntary interests, where applicable, will be made and recorded against each relevant agenda item. Each member will declare their interest and act in accordance with Standing Orders when a relevant item on the Agenda is discussed.

- None declared

4. Minutes of Previous meeting and Matters Arising

KS Proposed and CP seconded that these were a true record - all agreed

5. Public Representatives notified to Clerk in advance of the meeting

A representative from the Aylesham Community Tearooms asked the following questions:

- Can the Site be used initially for a Charity Shop in order to raise the additional funds required for the Tea Rooms
- Can the Tea Rooms link into Aylesham House electricity and water supply - installing separate consumer units and meters (The Tearooms will arrange the feasibility surveys and pass on the reports to the PC)
- Can the Tearoom team use the site to hold a fundraising Boot fair
- What information would the PC require ongoing, in terms of Project Plan updates

The Tearooms are taking advice on how to proceed as an organisation to ensure they are fulfilling any legal requirements.

6. Correspondence,

Kent Police Invitation to attend the only Police Parish Forum for 2016 to be held at 7pm on 29th June 2016 at St Mary's Parish Hall in Dover.

DDC Response to New Street naming Objections - emailed to Councillors

DDC Request to remove an abandoned vehicle from Hill Crescent playing field - the vehicle has now been removed.

L. Keen Email communication regarding Aylesham Cemetery Proposed Bus Stops

- KCC* Reminde r-Consultation regarding KCC funded bus services - Links to the consultation have been placed on the APC website.
- KALC* Clerks Conference 14 June - full day £60+VAT - Sutton Valence Village Hall - all agreed for the Clerk to attend.
- DDC* CSU Presentation on surveillance update
- Cllr Sutcliffe* Report from residents on driving and parking in the market square and motorbikes driving erratically along the new road on the station field. *The PCSO has been informed and would urge residents to report any incidents by calling on 101. The more calls received will increase the priority of the response.*
- An Elector* Updated correspondence from KCC regarding the Queens Road bus stop. KCC have confirmed that the bus stop on the Green in Queens Road is still operational and have contacted stagecoach to ensure the drivers are aware of this - *any further difficulties with regard to this bus stop contact Stagecoach Customer Services Team on 0345 00 22 99 or email southeast.enquiries@stagecoachbus.com.*
- KCC* Spinney Lane Junction improvements are now scheduled to start on Monday 23rd May. The highways permit is for 2 weeks but they may finish before this time.
- A Resident* Submitted questions to the PC including issues regarding planning and the trees in the Market Square.
- L. Keen* Email communication in reference to a complaint from a local resident regarding bins and rubbish.
- KALC* Parish News April 16

7. Planning Applications

- Dated: 22.04.2016 **DOV/16/00372** Proposal: Outline application for the erection of a detached dwelling (with all matters reserved) Location: Land Adjacent to, 52 Milner Crescent, Aylesham, CT3 3BH.
RESOLVED: Objection
The Planning Committee proposed to submit an objection on the following grounds:
 - The effect of the proposed development on the appearance of the area
 - Significant overbearing impact and loss of outlook
 - Against the proposal in the development plan, design and landscaping
 - Concern that DDC may be selling land for people to profiteer
 There will be a request for Cllr Keen to 'call in' the application

- Dated: 22.04.2016 **DOV/16/00439** Proposal: External alterations to shop fronts associated with amalgamation of two retail units into one, including installation of ramp access and erection of store building to rear Location: 64 and 66, Cornwallis Avenue, Aylesham, CT3 3HQ
- Dated: 06.05.2016 **DOV/16/00403** Proposal: Erection of a detached dwelling and creation of vehicular access Location: 11 Vale View Road, Aylesham, CT3 3DB
- Dated: 06.05.2016 **DOV/16/00422** Proposal: Erection of a two storey and single storey rear extension Location: 36 Hyde Place, Aylesham, CT3 3AL

Planning Decisions

- Dated: 06.05.2016 **DOV/16/00192** Proposal: Change of use and conversion of existing sports club to provide 21 self-contained flats to include two storey side extensions (to north and south) and three storey rear extension, Location: Aylesham Working Mens Club, Burgess Road, Aylesham, CT3 3AU
The above application has been considered and it has been decided to refuse full planning permission to the proposals.

The planning applications will be reviewed in detail at the next Planning Committee meeting scheduled for 17.05.16 - at 5.30pm. JC propose and KS seconded that the planning committee make Decisions and reach Resolutions on behalf of the Parish Council in order to meet the comment submission deadlines. This will be reflected in Terms of Reference.

8. Grant Applications

- Aylesham Carnival Association - would like to request £1500 towards this annual grant application, the grant application will assist with the funding and running of the carnival for this season, raising the profile of Aylesham by participating in excess of 40+ events. The funding will go towards insurance, dresses for the court and also promotion of the event to invite people to come and visit our village.

Resolved: A grant of £1500 was awarded -JC propose & second CP – all agreed

- Aylesham Twinning Association - would like to request a contribution towards the cost of this year's Aylesham Twinning Association trip to Courrieres and the Courrieres community return visit to Aylesham. It is estimated the weekend will cost approximately £1500 and the Association would welcome any contribution towards this.

Resolved: A grant of £1500 was awarded - BO proposed & JC seconded with a majority vote.

9. ACCOUNTS (monthly reconciliations and accounts always available to view)

CP proposed and KS seconded that these were a true record -all agreed

Expenditure

Cheque No			April 16
3036	Kent Association of Local Councils (KALC)	Annual subscription	855.79
3039	DDC	leases, licenses& ground rents	226.00
3040	Dolphin Strairlifts	repair and service stair lift	148.88
3041	Cllr Prescott	cleaning products and refreshments	22.81
3042	Clerk	expenses to include postage & ink cartridges	187.81
3043	John Mills Plumbing	repair floor and replace toilet	400.00
3044	David Buckett		244.80
DD	EDF Energy supply	monthly bill	48.00
SO	Cleaners Salary	April Salary	244.48
SO	Clerk salary	April Salary	900.00
TOTAL			3,278.57
INCOME			
	Aylesham Community Tea-room	Land lease 15/16 & 1 st quarter 16/17	312.50
	DDC Precept		81,687.00
	DDC Grant		2,427.89
TOTAL			84,427.39

10. KCC Cllr, DDC Cllrs reports

DDC Cllr Manion:

Thanked JC for all her hard work as Chair. He expressed his appreciation and acknowledged the respect she has gained from her peers over the last year.

The Coal Regeneration Trust have acknowledged the lack of funding going into Kent and now plan to address this.

KCC have allocated money towards potholes and local residents at encourage to report potholes to KCC - <http://www.kent.gov.uk/roads-and-travel/report-a-problem>

11. Aylesham Development

The Spinney Lane Junction improvements are now scheduled to start on Monday 23rd May. The highways permit is for 2 weeks but they may finish before this time.

CP expressed his infuriation at the quality of the finish in the Market Square and proposed to demand a meeting with DDC's DR and BH to walk around the development and discuss the issues. The Chair will contact DDC to request a meeting. JC suggested requesting an update from DR's recent site visit including next steps to be taken and timescales involved.

New Bins have been ordered, DDC are awaiting delivery of the Bins and will then inform the PC of an installation date. The Dog waste bins removed by the developers will be reinstated at the same time.

Residents are encouraged to report all incidents of Anti-Social Behaviour and Environment Crime to DDC to include: nuisance bikes, dog fouling, fly tipping and litter. The more incidents reported the stronger the case for requesting regular patrols.

<http://www.dover.gov.uk/Community/Community-Safety/Anti-Social-Behaviour/Home.aspx>

or

<http://www.dover.gov.uk/Environment/Environmental-Crime/Environmental-Crime.aspx>

The Youth Club site - KCC has contacted the PC with an update on the next steps for this site after recent concerns regarding the site safety and security following demolition of the building. KCC will visit the site to look at the options, as it will be very difficult to secure the site against unauthorised access. In order to address the health & safety issues they will need to carry out works to make the youth site more secure. This is likely to include the removal of fencing, ramps etc., from the hard games areas and skate park, rendering them unusable.

The Parish Council and Welfare Trust are keen for the skate park to be relocated to the Welfare Centre and KCC has indicated to Dover District Council that the first tranche of £80,000 s106 monies for the Aylesham Development could be allocated to that project. A meeting has been arranged for 16.05.16 with DCC, PC and The Welfare Trust to discuss further.

Market Square Trees update - AM is currently sourcing quotes for the removal of three trees with extensive decay. Land or tree owners have a duty of care to visitors, residents, passers-by and indeed trespassers when on their land. This means that the Parish Council has a responsibility to take reasonable steps to reduce the risk of death or injury to those on Parish Council land.

JC gave an update on a DDC meeting regarding unadopted roads and the Public Realm Management within the new Development. Bin Lorries can go down these roads unless a covenant is put on them. Public realm management is yet to be agreed. AM to attend a meeting about the public realm and landscaping contract.

12. Aylesham House

Maintenance update;

- Toilet works completed - BO to request the contractor replaces tiles on the back wall that are now in view due to the smaller cistern.
- The Parish Council agree by a majority vote to supply contractors with teas and coffee including milk.

Heritage Centre - Miners Memorial stone update

- PC agree with the proposed design and location of the memorial stone and confirm that they are happy for the Heritage Centre to proceed.

Aylesham Community Tea rooms;

- It was agreed that the tearooms would arrange the feasibility surveys and then a separate meeting with the PC could be scheduled to agree the way forward. Potentially drawing up a new lease, to ensure the new Lease reflects any approved proposals. The Parish Council are keen to support the Tearoom in delivering a quality, professional project.

13. Official PC identification badges - KS

All agreed - Badges needs to be officially processed – clerk to check with DDC if they could produce ID badges for the Parish Council and the cost involved.

14. Annual Return, Annual Governance and Accounting Statements

The Annual Governance statement questions were read out for the Councils to respond as a whole and signed by the Chair and the Clerk. The accounting Statement was then also approved by the Council and signed by the Chair. The Internal Audit report was also presented to the Council for questions and feedback. The Internal Auditor will visit later in the year to support the Council further. The Clerk will now submit the Annual Return for external Audit.

15. Clerk resource and additional hours

It was proposed to pay the clerk for the additional hours worked to-date, a sum of £266.84 - all agreed.

It was also proposed that the PC considers recruiting an additional person (hours to be discussed/agreed), in order to address the problem long term - it was agreed that the Finance, Audit and Personnel Committee would research this further and could undertake a small benchmarking exercise by contacting other PC's of a similar size and asking the following questions: Number of residents/ What is their Precept/ How many hours does the clerk work/ Is website included within the clerks hours or managed separately.

16. Next Meeting: Thursday 9 June, 7.00pm, Aylesham House

17. Items for next Agenda

Councillor Expenses - including Business Insurance and claiming business miles.

Code of Conduct & E&D training and meeting

Community Group using Aylesham House - should they contribute towards utilities and up keep of Aylesham House.

18. AOB for information only

The next Finance, Audit and Personnel Committee meeting – Tuesday 7th June 5.30pm Agenda Items: Appoint a Chair of the Committee, adopt ToR, Clerk resource, Pensions auto enrolment, banking arrangements, Councillor Expenses

13. Next Meeting: Thursday 9 June, 7.00pm, Aylesham House