



AYLESHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Tuesday 14th February 2023 at 19.00pm** at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

K. Sutcliffe (Vice chair); D. Fleck; L. Prescott; S. Bott; B. Oliver; J. Flaig; D. Miller; R. Miller; N. Purcell (Administrator)

There were 2 members of the public present.

2. Apologies for Absence

J. Pout; S. Manion

3. Councillor Information

Declaration of Interest: K. Sutcliffe- Heritage Centre
B. Oliver- The Hub
S. Bott- Aylesham & District Workshop Trust
J. Flaig- Aylesham & District Workshop Trust; The Hub; Bechange

Changes to Register of Interest: None

Granting of Dispensation: K. Sutcliffe has been granted a dispensation regarding The Heritage Centre.

4. Minutes of Previous Meeting

It was noted that J. Flaig was missing from the attendees list from the meeting held on 26th January 2023.

Resolved: With the attendance amendment noted, it was therefore proposed by S. Bott and seconded by B. Oliver that the minutes of Parish Council Meeting held on 26th January 2023 to be agreed and signed as a true record.

Outcome: all in favour, motion carried

5. Matters Arising (from the previous minutes not covered elsewhere on the agenda) None

Meeting is suspended for up to 15 minutes to allow discussion with members of the electorate of the Parish of Aylesham present at the meeting.

6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only) None

7. External Reports

7.1 County Councillor Report-See Appendix A

7.2 District Councillor Report- See Appendix B

7.3 DDC Community Development Officer- See Appendix C

7.4 Police Report- will be circulated to councillors after the meeting.

Parish Council Meeting Resumes

Members of the public left the meeting at 19:17

8. Clerk's Report

8.1 Email from resident regarding area on Dorman Avenue North, near to Derwent Way and opposite number 60 that has falling down wire fence, weeds and looks very unkempt. The resident would like to plant a 2/3 feet high/20m in length natural mixed hedgerow (clear out weeds first) and in front plant wild flowers. The resident asked if permission was needed and any help Aylesham Parish Council can give, like supplying a skip for all the weeds/waste etc.

Actioned: Enquiry made through the Kent County Council website made to check landownership and to put forward the resident's request. Contractors appear to have cut back the weeds in the area of 26.01.2023 and KCC closed the enquiry without responding. Email sent on 26.01.2023 to ask for an update, no reply. Further email sent to County Councillor S. Manion to escalate. He has sent this to the Cabinet Member of Highways and we have had an initial response from the Highways Manager who is identifying the ownership of the hedgerow as it is not currently mapped as an asset albeit it falling under what could be considered the publicly maintained highway. If it is not confirmed to be a KCC asset, Aylesham Parish Council will need to take it up with the management company/developer.

8.2 Email from resident received enquiring if the green by the industrial estate is now going to be a children's play park and not houses/flats?

Actioned: Responded that as far as we are aware there have been 48 dwellings approved to go in this area, no play park. The parish council haven't had anything updated from DDC to say otherwise.

8.3 Facebook message received asking if there are any new houses due to be built in Aylesham this year.

Actioned: Responded to inform that the best way to identify what is being built in the different phases of development and when is by contacting the developers directly. Directed the enquiry to the Barret's Homes and Persimmons homes websites.

8.4 Facebook message received to enquire if the parish council could support the idea of getting a gate installed on the Dover side of the station, so wheelchair users and people with buggies can go round onto the road to access this platform. The resident asked if the parish council could assist, as the fence is being replaced currently, and with the increase in population, this would be beneficial.

Actioned: Advised resident that it would be discussed at the parish council meeting.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that the parish council write to the rail operator to invite them to a site meeting to discuss the possibility of installing an access gate on the other side of the platform.

9. Section 101 Delegated Authority (items to be noted by Council)

9.1 Dover District Council Planning Application Reference: 22/01309

Proposal: Erection of a single storey side extension

Location: 46 Cornwallis Avenue, Aylesham CT3 3HE

Resolution made at the January 2023 that this would be decided by S101 Delegated Authority.

Outcome: Councillors' responses: Five "no comment", four did not respond. "No comment" submission made to Dover District Council Planning Officer.

10. Finance, Audit & Personnel

10.1 February 2023 Electronic Payment Schedule Approval

Payee	Expenditure	Invoice Number	Net	VAT	Total
Envisage Groundcare Limited	Removal of Christmas tree & Market Square maintenance	1279	£195	£39	£234
Safeplay Playground Services Ltd	Play park repairs – as agreed in November 2022, final invoice	22905	£445.50	£89.10	£534.60
Staff Expenses – Parish Clerk	Zoom subscription – February, Postage	N/A	£28.67	N/A	£28.67

Resolved: It was proposed by S. Bott and seconded by B. Oliver to accept the February 2023 electronic payment schedule.

Outcome: all in favour, motion carried.

10.2 Staff Matters –

Confidential to be held under the Public Bodies (admission to meetings) Act 1960

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving discussion of staff matters, it was proposed by D. Fleck and seconded by D. Miller to move this item to a closed session.

Outcome: All in favour, motion carried.

N Purcell left the meeting room at 19:28pm

Resolved: it was proposed by S. bott and seconded by J. Flaig that office staff seek yearly eye tests at an optician branch of their choice and claim this back as an expense in line with the HSE guidance which identifies an employer's duty of care for employees working with display screen equipment.

Outcome: all in favour, motion carried.

N. Purcell re- entered the meeting at 19:31

11. Recreational & Facilities

11.1 Noticeboard – Market Square

Council previously voted to install a new noticeboard in the Market Square, permission has now been granted from DDC to install a noticeboard here.

Prices were sent to councillors in advance of the meeting.

Resolved: It was proposed by B. Oliver and seconded by L. Prescott to proceed with the "Classic 58 post mounted external noticeboard with header" **£1,033 +VAT** plus **£10** courier charge, and installation by Ovendens **at £250.00 + VAT**,

Total cost £1294 +VAT

Outcome: all in favour, motion carried

11.2 Permanent memorial request – Market Square

Council received a request from a resident to have a permanent memorial installed in the Market Square, or close to, in memory of their late Uncle whom lived in the village.

Resolved: It was propose by L. Prescott and seconded by B. Oliver that the parish council unable to give permission for any further permanent memorial structures to be placed in the Market Square, which is our leased area of land, anything outside of this would require permissions from KCC/DDC.

Outcome: All in favour, motion carried.

11.3 Play Parks & Market Square – Any new matters/updates

On the weekly inspections, it has been noted that there is regular fly tipping, and a trailer stored in the Cripps Close leased area of land.

Resolved: It was proposed by S. Bott and seconded by B. Oliver to proceed with the clerk's recommendation of requesting DDC to do a fly tipping leaflet drop to all surrounding properties.

Outcome: all in favour, motion carried.

12. Planning

No New applications received.

13. CCTV

13.1 Service Level Agreement

Confidential to be held under the Public Bodies (admission to meetings) Act 1960

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving discussion of legal matters, it was proposed by J. Flaig and seconded by L. Prescott to move this item to a closed session.

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council are in agreement with the terms of the Service Level Agreement presented by Dover District Council, and it should therefore be signed.

Outcome: All in favour motion carried.

K. Sutcliffe followed by B. Oliver signed the Service Level Agreement on behalf of Aylesham Parish Council

14. Aylesham Development & Aylesham Development Update Meetings

14.1 Meeting Notes from Meeting held on 10th January 2023; next meeting Tuesday 28th February

Sent to councillors in advance of the meeting, no comments.

14.2 Demand Responsive Transport (Bus)

Press releases have now been made by DDC, with the service due to go live on 20th February 2023. In the report from the DDC meeting on 23rd January with the Planning, Projects and policy Manager: it has been noted by Aylesham Parish Council that Adisham is now included in the catchment.

Councillors expressed concerns that by adding Adisham to the list of stops, it adds time to the route for other users, limits the availability of the bus and are concerned it may be less likely to be used.

Resolved: it was proposed by S. Bott and seconded by L. Prescott that the clerk's write formally to identify who agreed for Adisham to be included, as the s106 money used for the service is for the Dover District, and Adisham is within Canterbury district.

Outcome: all in favour, motion carried.

14.3 Derwent Way Public Right of Way Lighting – Persimmon Homes

Councillors were sent the lighting proposal from Persimmon Homes and DDC.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council accept the drawing a specification presented by Persimmons, and support the lighting proposal for Derwent Way PROW.

Outcome: all in favour, motion carried.

14.4 Market Square Lighting Project

Not discussed.

14.5 Any new issues

Properties in Attlee Avenue who's gardens back onto the Cripps Close Play area, have had new fences installed, with access gates onto the area. The Clerks have been informed that they are potentially fire escape gates. At no point were APC consulted as leaseholders to the play park. The gates have been placed where the landscape layout will be as per the planning permission submitted for the play park.

Resolved: It was proposed by B. Oliver and seconded by D. Miller that the issue as detailed above is raised at the next developers meeting.

Outcome: all in favour, motion carried.

15. Aylesham House (any updates)

15.1 Planning Application Update (including update meeting with Aylesham Heritage Centre)

The plans are going in for planning permission as previously agreed. The Heritage Centre have been updated, and file notes from this meeting have been circulated.

15.2 Security

Clerks have reported unusual activity on the Ring doorbell and will therefore be looking into prices/options to have a CCTV system installed at Aylesham House. This will be presented to council when information has been collated, for council to decide.

15.3 Meeting Room Furniture

Quotes have been obtained by the clerks for replacement meeting room chairs and tables.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that Quote Option 1 is the preferred choice, but in black, and the clerks look into getting a few of the chairs with arms.

Outcome: all in favour, motion carried

The choice of tables has been deferred until the chairs are confirmed.

16. Highways Improvement (any updates)

16.1 Zebra crossing update - Dorman Avenue North Pedestrian Survey Plan

Awaiting data from KCC

16.2 Request by Sharpak Aylesham for zebra crossing on Cooting Road

Timeline and email chain have been circulated to councillors prior to the meeting. Councillors noted KCC's response that "*there was no record of injury from the crash data for the past three years and therefore, KCC can not prioritise this site over others.*"

17. Car Park (Dorman Avenue North) –

Confidential to be held under the Public Bodies (admission to meetings) Act 1960

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving discussion of legal matters, it was proposed by B. Oliver and seconded by D. Fleck to move this item to a closed session.

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Bott and seconded by L. Prescott not to enter into a new lease with the co-operative group in relation to their freehold side of the car park. Aylesham Parish Council to discuss the freehold on their half of the carpark after the May elections.

Outcome: all in favour, motion carried.

18. Spinney Wood

18.1 Any updates No updates.

18.2 Member of public permission request to metal detect.

Message received requesting permission to metal detect in Spinney Woods- DDC to not grant permission for metal detecting on their land. Member of the public has been informed. Council to note.

19. Aylesham & District Community Workshop Trust

19.1 Meeting held on 1st November 2022

File notes from the meeting held on 1st November 2022 with Emily Barnes at the Aylesham & District Workshop Trust have been circulated.

19.2 Further meeting request

Request received for a further meeting with the clerks and A&DCWT.

Resolved: It was proposed by B. Oliver and D. Fleck that the clerks meeting with Aylesham & District Community Workshop Trust after the elections.

Outcome: 6 votes in favour, motion carried.

20. Councillor Email Policy

Defer to March meeting.

21. Kent County Council Community Services Consultation

The questions were circulated to councillors ahead of the meeting. Councillors noted that these questions were difficult to answer as a body, as they are aimed at individuals.

Resolved: It was proposed by S. Bott and seconded by J. Fleck that the clerks email KCC to ask how the needs framework has been put together, and find out why rural deprivation has not been considered, as this is a key area covered by Aylesham Parish Council.

Outcome: All in favour, motion carried.

22. Warm Rooms Update

Council noted that an update has been received from the Warm Rooms group to inform the council that they have decided, just after the January Parish Council Meeting, to proceed with the marketing plan as per their original funding request.

23. Committees 2022/2023

Council noted the advice received from Kent Association of Local Councils regarding setting up of Committees so late in the year, and so close to the purdah/election period.

The KALC Legal Advisor notes regarding policy/tradition. As per the Terms of Reference for all three Committees, Aylesham Parish Council's policy is as follows:

"The appointment of the committee will be considered at the Annual Parish Council Meeting who may decide to alter or dissolve the committee as required."

Therefore, council are to wait until May to set up committees.

24. Elections – May 2023

K. Robinson circulated a special Elections Bulletin by Kent Association. Awaiting further instruction from DDC

25. King Charles III Coronation

Quotes with ideas for Aylesham Parish Council to commemorate the Coronation of King Charles were circulated to councillors to digest ahead of the meeting. The ideas were around providing a commemorative item to all children who attend the two primary schools in the village.

Councillors discussed each item in the quote. Concerns were raised that there are many children in the village who go to school outside of the village, and would therefore miss out.

Resolved: it was proposed by. B. Oliver to proceed with option 4: Commemorative Stationary Sets. Total £999.00 Plus VAT

Outcome: No seconder, proposal not carried forward for a vote.

Resolved: It was proposed by S. Bott and seconded by D. Fleck that Aylesham Parish Council do not provide any commemorative items at all for the Coronation of King Charles

Outcome: 4 in favour, 2 abstain, motion carried.

26. Attlee Avenue - Parking at School Drop off and Pick Up Times

Council noted the email from Community Development Officer Neil Chester. Neil has met with the Headteacher of Aylesham Primary School regarding the issue with parking near the school. The headteacher expressed concerns too. The school will be working with Neil to highlight the dangers to parents, and reiterate the message about safety around schools.

27. Entrance to Aylesham (B2046/Adisham Road)

Council noted that enquiries about the signage are ongoing, but the signs may need moving due to their proximity to the junction. This is likely to be confirmed as the investigation continues.

28. Next Meeting Date.

Tuesday 14th March 2023

29. Items for next Agenda

None

- Meeting ended 21:03 -

It has been agreed by council that these minutes are a true and accurate record.

Signed.....

Date.....

Aylesham Parish Council meeting March 2023

Appendix A: County Councillor Report- Steve Manion (sent in advance with apologies)

I wanted to alert the parish council to some support for people who may be having trouble with energy bills.

If you or someone you know is struggling to pay their energy bills, help might be available from the Household Support Fund through Kent County Council.

Eligible Kent residents will receive a one-off £100 voucher for use towards their household gas and electric costs. Applications are open now until the end of March - or when this budget pot has been distributed. It is on a first come, first served basis and is one voucher per qualifying household.

The scheme is aimed at people who are impacted by the cost-of-living crisis and in need but are not currently eligible and therefore not receiving other government support released over recent months. To find out more, including the eligibility criteria, visit the website here

Professionals from partnership organisations are also making referrals into the scheme.

<https://news.kent.gov.uk/articles/household-support-fund-energy-vouchers>

Appendix B: District Councillor Report- Cllr L. Keen

Apologies that I couldn't make the DRT Bus launch. I have received complaints as to why there was no advanced warning about the fencing going up on Station Field. I was not aware either. Letters have now been issued to residents in the surrounding properties. Noticed will be put up around the village.

Appendix C: DDC Community Development Officer N. Chester

The Community Roots Van will be in Eastry Court Car Park on 23rd February. The Van has facilities inside to assist people with form filling for any assistance they may need.

Information for the elections will be on the DDC website.

The DRT Bus is going live on 20th February. The app is due to go live this week and please get in touch if any assistance is needed with the app.

The meeting with Aylesham Primary School was successful. The headteacher is on board, and the school will be making safety banners with the children. Parking enforcement will continue to visit.

Haras fencing has been erected on Station Field, teams are awaiting licences to commence an archaeological dig on the area.