



**AYLESHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Tuesday 5<sup>th</sup> July 2022**  
at **19.00pm**, Aylesham House

**SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

**1. Those Present**

Cllrs J. Pout (Chair) K. Sutcliffe, B. Oliver, L. Prescott, S. Bott.  
Parish Clerk & RFO K. Robinson, Administrator N. Purcell.  
Two members of the public present.

**2. Apologies For Absence**

None.

**Resolved:** It was proposed by S. Bott, seconded by B. Oliver that the Aylesham Parish Council enquire after the health of County and District Councillors, and ask for written reports to always be sent if they cannot attend.

**Outcome:** All in favour, motion carried.

**3. Declaration of Interest**

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

**4. Minutes of Previous Meeting**

**Resolved:** It was proposed by K. Sutcliffe and seconded by L. Prescott and **RESOLVED** that the minutes of the previous meeting held on 9<sup>th</sup> June 2022 are a true and accurate record.

**Outcome:** All in favour, motion carried.

**5. Matters Arising** (from the previous minutes not covered elsewhere on the agenda).

None.

*Meeting suspended for up to 15 minutes to allow discussion with members of the public 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- None received.

**7.2** District Councillor Report- None received

**7.3** Police Report- PSCO on annual leave.

*19.07pm Parish Council meeting resumed.*

## **8. Parish Clerk Report (Correspondence)**

**8.1** Email received from Adisham Parish Council who wish to organise a meeting with Aylesham Parish Council, Kent County Council, County Councillors and themselves in relation to reducing the speed limit on the B2046 from Love Lane to Spinney Lane.

**8.2.** Email from resident:

- Requesting a copy of Dover District Council's report on allotments from Luke Blaskett (Principal Planning Officer).

**Response:** Allotments are still in the Dover District Council planning process. Aylesham Parish Council seek an update from developers at every Aylesham Development Update Meeting (every six weeks). At present Kent County Council Highways have an issue with the entrance/exit visibility due to the bend it will be on, and the new road that is to be placed further up around the corner. Dover District Council are also still yet to hold discussions with Aylesham Parish Council on the management.

- Asking when the potholes in the car park at the rear of the Co-Op will be filled.

**Response:** Agenda item 18.

- They have read the latest Aylesham in Touch newsletter in which there is an article on the "new builds area", everyone lives in Aylesham, but they have asked if the new build area could have a new name, which could include a competition.

**Resolved:** K. Sutcliffe, B. Oliver seconded proposed for Aylesham Parish Council to contact the developers to ask for the branding of Aylesham Garden Village to be removed so the whole village can be integrated.

**Outcome:** All in favour, motion carried.

**Resolved:** S. Bott proposed to contact the resident to say this idea had been discussed, but Aylesham Parish Council are of the opinion that a new name for the development area is not required in the interest of integrating the whole village.

**Outcome:** All in favour, motion carried.

**9. Agenda Item 9. S101 Delegated Authority (to be noted by Council)**

**9.1** Proposed Base Station Upgrade at CTIL\_108302 30, Aylesham Welfare Leisure Centre, Spinney Lane, Aylesham CT3 3AE. Aylesham Parish Council were contacted by Cornerstone for any comments they have on the base station upgrade at this location to provide improved 3G, 4G and 5G network coverage for the local area. The proposed upgrade comprises the replacement of 6no. antennas with 6no. new antennas and ancillary works thereto.

**Outcome:** Three Councillors were in support of this. Two Councillors did not reply. Therefore, under S101 Delegated Authority support was given to this base station upgrade.

**9.2** Dover District Council Planning Application: 22/00709

Proposed Erection of a detached annexe for dependant relative  
Location 40 Kings Road, Aylesham CT3 3HA

**Outcome:** Three Councillors responded to submit “no comments”. Two Councillors did not respond. S101 Delegated Authority response with “no comments” was submitted to DDC.

**10. To receive and consider written applications for the office of Parish Councillor and to Co-Opt candidates to fill the vacancies on Aylesham Parish Council**

Parish Clerk read over the Co-Option Policy which had been re-sent to all Councillors in advance of the meeting to ensure all were confident with the process.

Two candidates applied to become Councillors. As part of the application process both candidates were given the opportunity to introduce themselves and present to Council why they wished to be Councillors. Councillors asked both candidates questions based on the information provided in their application forms.

*Exclusion of the public under the Public Bodies (admission to meetings) Act 1960*

**Resolved:** Under the terms of the Public Bodies (admission to meetings) Act 1930, by virtue of the business to be transacted involving discussion of merits of each applicant, it was proposed by K. Sutcliffe and seconded by B. Oliver to move this item to a closed session.

**Outcome:** All in favour, motion carried.

*All members of the public left the meeting room at 19.35pm.*

Councillors discussed the merits of both applicants and as a result had further questions for them.

*Members of the public were invited back into the meeting room at 19.49pm.*

Candidates were presented with further questions. Votes were then cast on both applicants as follows:

**Candidate One:**

**Resolved:** Proposed by L. Prescott and seconded by S. Bott to Co-Opt candidate one onto Aylesham Parish Council.

**Outcome:** Two votes in favour, three against. Candidate one was not Co-opted.

Candidate one was thanked by Councillors for applying and was invited to attend future Parish Council meetings in order to broaden their knowledge on how a Parish Council operates and then to re-apply at a later date.

**Candidate Two:**

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver to Co-Opt candidate two onto Aylesham Parish Council.

**Outcome:** All in favour, motion carried.

After completing the Declaration of Acceptance of Office for Town/Parish Councillors Form and Notification of Disclosable Pecuniary Interests Town/Parish Council Form was Co-Opted onto Aylesham Parish Council and took a seat at the table.

## **11. Recreation & Facilities**

### **11.1 Snowdown Colliery Pit Wheel Refurbishment**

Amey PLC have offered to clean the Pit Wheel free of charge as part of their Community Involvement Days. If Aylesham Parish Council wish to proceed Council were advised by the Parish Clerk to contact Julia James' family first as the flowers and memorial items currently attached to the Pit Wheel will need moving first and kept safe. The Parish Clerk also advised that a statement would need to be issued to the community prior to the works taking place, and that it is very important the community are aware of what is happening with Julia's memorial items. K. Sutcliffe mentioned that Julia's family were already aware that the Pit Wheel was going to be restored at some point, and that Aylesham Parish Council just need to let them know when, and they will happily move the items.

**Resolved:** It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council accept Amey PLC's offer to refurbish the Pith Wheel as part of their Community Involvement Days, contact Julia James' family regarding the memorial items in situ, and issue a statement to the community prior to the works taking place.

**Outcome:** All in favour, motion carried.

## **12. Finance, Audit & Personnel Committee**

### **12.1 Q1 Accounts April – June 2022**

**Resolved:** S. Bott proposed to accept Q1 April – June 2022 accounts, seconded by K. Sutcliffe.

**Outcome:** 5 in favour, 1 abstained. Motion carried.

## 12.2 July 2022 Electronic Payment Schedule Approval

Payee	Expenditure	Invoice Number	Net	VAT	Total
Clerk Expenses	July 2022 Zoom Subscription and Ring Doorbell Annual Subscription	N/A	£49.38	N/A	£49.38
Envisage Groundcare Ltd	June 2022 Grounds Maintenance		£682.17	£136.43	£818.60
UK Safety Management Ltd	Annual PAT Test Aylesham House	835840	£158.98	£31.80	£190.78
Christopher Cooney (Clean & Simple Window Cleaning)	Aylesham House (bi-monthly window cleaning)	127	£35	N/A	£35
One Call Electrical Services Ltd	Replacement dangerous plug socket – Heritage room	10321	£50	£10	£60
One Call Electrical Services	Replace two damaged flood lights at Skate Park, install Perspex over two flood lights, install dawn to dusk sensor onto lights to ensure they only come on when dark.	10308	£490	£98	£588
Dover District Council	Contribution to White Cliffs Countryside Partnership – to manage Spinney Wood	1007764	£8,000	£1,600	£9,600
Administrator Expenses	First Class Postage Stamp (online)	N/A	£0.95	N/A	£0.95

**Resolved:** S. Bott proposed to approve the July 2022 payment schedule, seconded by B. Oliver.

**Outcome:** 5 in favour, 1 abstained. Motion carried.

## 12.3 Aylesham Majorettes Grant Application 2022/2023

**Outline:** Aylesham Majorettes want to make the group more affordable to all. They have been asked to attend more than 20 carnivals and events across the course of the summer but to be able to compete they need to have 25 matching costumes, 25 pairs of shoes and a head Majorette who requires a Mace. The Mace is a large baton which signifies the leader and a well organised group, which in turn helps them to win competitions and represent Aylesham in the best light possible.

**Amount requested:** £1,000.

**Last grant approved:** N/A

**Resolved:** To approve the grant in full for £1,000, proposed by B. Oliver, seconded S. Bott.

**Outcome:** All in favour, motion carried.

*Exclusion of the public under the public bodies (admission to meetings) 1960 Act*

#### **12.4 Staff Matters**

**Resolved:** Under the terms of the Public Bodies (admissions to meeting) 1960 Act, by virtue of the business to be transacted involving a confidential staff matters it was proposed by B. Oliver and seconded by K. Sutcliffe to move this item to a closed session.

**Outcome:** All in favour, motion carried.

*Member of the public left the meeting completely at 20.05. N. Purcell was placed into the Zoom meeting room.*

**Resolved:** Proposed by S. Bott, seconded by B. Oliver to authorise a special annual leave request to Assistant Clerk D. Jenkins, due to the Parish Clerk being on annual leave at the same time.

**Outcome:** All in favour, motion carried.

**Resolved:** Proposed by S. Bott, seconded by B. Oliver to increase Administrator N. Purcell's hours to 18 per week to cover Maternity Leave for 12 months from September 2022.

*N. Purcell re-entered the meeting at 20.14*

### **13. Planning**

#### **13.1 Dover District Council Planning Reference 22/00698**

**Proposal:** Installation of a garage door

**Location:** 33 Pit Head Drive, Aylesham CT3 3FT

**Resolved:** S. Bott proposed that Aylesham Parish Council submit that they are unable to comment one way or another and for clarification why Gem Estates have signed the Certificate B on the application. K. Sutcliffe seconded.

**Outcome:** All in favour, motion carried.

#### **13.2 Dover District Council Planning Application 22/00720**

**Proposal:** Erection of a first-floor side extension

**Location:** 47 Clarendon Road, Aylesham CT3 3AQ

**Resolved:** No comments. Proposed by S. Bott, seconded by D. Fleck.

**Outcome:** All in favour, motion carried.

## **14. Skate Park**

### **14.1 CCTV**

Photos and videos received of the CCTV camera, which is owned by Aylesham Parish Council spinning and pointing in the wrong direction. When asked, Dover District Council are unable to provide exact reasons but explained that there were 'special circumstances' as to why. The following day, the camera was seen facing in the right direction.

Parish Clerk noted Aylesham Parish Council had paid for the camera, and sim card for 24 months with an agreement for Dover District Council to monitor it. When investigated, Aylesham Parish Council have not been invoiced again for the sim card, with the contractors confirming that Dover District Council had paid to which there is no agreement in place for this.

**Resolved:** Proposed by K. Sutcliffe, seconded B. Oliver that a meeting is requested with Dover District Council about the Skate Park camera and CCTV in Aylesham.

**Outcome:** All in favour, motion carried.

### **14.2 Fence**

During installation a digger hit the armoured cable from the electricity mains box to the CCTV camera. Contractors Safeplay Playground Services Ltd are covering all costs incurred. It was noted by Safeplay Playground Services Ltd that the armoured cable should have been laid into the ground at a depth of 400mm, but was laid at only 200mm.

**Outcome:** Noted.

### **14.3 Lease of Land**

Aylesham Parish Council until now have been unable to sign the lease due to planning permission and the lease requiring the play area to be fenced. The fence is almost complete, meaning it is the appropriate time to agree and sign the lease. Parish Clerk re-sent the lease to Councillors prior to the meeting to digest. No questions were raised by Councillors.

**Resolved:** Aylesham Parish Council can now agree and sign the lease subject to completion of the fence.

**Outcome:** 5 in favour, 1 abstain. Motion carried.

## **15. Aylesham Development**

### **15.1 Aylesham Development Meeting – to be held on 12<sup>th</sup> July**

Parish Clerk and Administrator N. Purcell confirmed their attendance to this meeting.

### **15.2 Site Meeting re: Reinstatement of footpath by St Joseph's School through Station Car Park and Trees within the Development**

J. Pout gave a report to Councillors who were not in attendance:

The meeting took place as planned with attendees: D. Solley (Dover District Council Parks and Open Spaces Manager), Victoria Scott (Project Manager, Dover District Council), R. Dyer (Principal Community Development Officer), District Councillor L. Keen, Councillors J. Pout, K. Sutcliffe, B. Oliver, S. Bott (Aylesham Parish Council) and A. Mason (Project Manager, Barratt David Wilson Homes). St Joseph's School were invited to the meeting, with their

Headteacher due to attend however an urgent safeguarding matter arose and he was unable to attend.

Attendees discussed the reintroduction of the footpath; a few issues were brought to light including a mature tree and lampposts. Dover District Council Officers suggested that lines from the painted path behind car parking spaces should be extended to the dropped kerb instead due to there being significant financial implications to reinstate the footpath.

Aylesham Parish Council are not entirely happy with this solution and wish to know St Joseph's School's comments.

**Resolved:** To update St Joseph's School and find out their comments. Proposed by K. Sutcliffe, seconded L. Prescott.

**Outcome:** All in favour, motion carried.

#### **16. Aylesham House (any updates)**

Parish Clerk informed Councillors that she is awaiting draft drawings from Architect, then a meeting will be arranged to discuss them.

#### **17. Highways Improvement Plans (any updates)**

**Outcome:** None. Administrator N. Purcell to chase.

#### **18. Car Park (Rear of Co-op, Dorman Avenue North)**

Parish Clerk has not been able to get a response from the Co-Op as to who the new freehold owner of the Co-Op Shop and half of the car park. She advised Councillors that Aylesham Parish Council cannot delay the repairs to their freehold side of the car park any longer. Three quotations were sought to tarmac, with only two submitted by contractors. Both contractors said that the car park will need to close for 2-3 days whilst work takes place and that notice to the community needs to be given for this.

Quote one: £4,000 plus VAT

Quote two: £3,854.84 plus VAT

**Resolved:** To proceed with quote two from Ovenden Allworks Ltd at a cost of £3,854.84 plus VAT. Proposed by S. Bott, seconded B. Oliver.

**Outcome:** All in favour, motion carried.

**Resolved:** L. Prescott proposed for Aylesham Parish Council to look at what is required to install a height barrier at the entrance of the car park. Quotations, Certificate of Lawfulness if Permitted Development Rights allows it to be placed there without full planning permission.

**Outcome:** All in favour, motion carried.

#### **19. Spinney Wood (Quarterly Report, Any Urgent Matters)**

**Outcome:** Parish Clerk informed Councillors that White Cliffs Countryside Partnership were preparing the quarterly report, but Council had to bring the meeting forward.

D. Fleck informed Councillors that a tree near the road had been damaged in a road traffic accident.



## **20. Policies**

### **20.1 Data Protection Policy**

Policy had been prepared and circulated to all Councillors prior to the meeting.

**Resolved:** S. Bott proposed, K. Sutcliffe seconded that the Data Protection Policy be adopted by Aylesham Parish Council with the following amendment:

“Employees have a legal right to access information the Council hold about them”.

**Outcome:** Four in favour, two abstained. Motion carried.

## **21 Councillors Emails**

**Resolved:** It was proposed by B. Oliver to set up a new Councillor email account for D. Fleck at the cost of an additional £4 per month. K. Sutcliffe seconded.

**Outcome:** All in favour, motion carried.

## **22. Next Meeting Date**

Thursday 11<sup>th</sup> August 2022.

## **23. Items for Next Agenda**

None.

**Meeting ended 21.15**