

Aylesham Parish Council December 2017

Thursday 14th December 2017, at 19:00,
Aylesham House, Dorman Avenue South, Aylesham.

1. Those Present
J. Cartledge (Chair), M. Townsend (Vice Chair), B. Morgan, L. Prescott, T. Johnstone, T. King (Cllrs), Cllr L Keen (DDC), Cllr G. Cowan
2. Apologies
B. Oliver, K. Sutcliffe(Cllrs), M. Brannigan (Parish Clerk), K. Razzell (Asst. Clerk) Cllr S Manion (KCC).
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.
No declarations

4. Minutes of Previous Meeting and Matters Arising:	
Outline	Action/Resolution
Proposed by Cllr Morgan and seconded by Cllr Townsend	Minutes to be uploaded to website by Clerk

5. Public Representation Notified to Clerk in Advance of Meeting:	
Outline	Action/ Resolution
<ul style="list-style-type: none"> No requests were made by the Public to speak in advance of the meeting. Julie Harman did later speak briefly about thinning of trees on a historic tree line/northern hedgerow 	

6. DDC, County Cllr, District Cllr Reports:	
Outline	Action/Resolution
Matters arising:- <ul style="list-style-type: none"> M. Townsend – snagging list for Memorial M. Townsend – Bollards Dorman Avenue North - this project is completed D. Robinson of DDC to be contacted to carry out investigations with regards to parking on grass verges, and if known, vehicle registration to be provided. Cllr G. Cowan spoke about the new leader of DDC, Keith Morris. There was a promising meeting with him with regards to the Village Hall Project. Land could be set aside, this is at the same site as the proposed skate-park project. The 	Clerk to take forward

that the Planning Committee Meeting would address this. Emails of enforcement to support Mrs. Harman.	Planning Committee Meeting
--	----------------------------

7. Correspondance:		
From	Outline	Action/Resolution
Adisham Parish Council have requested email support	Email sent by Julie Harman, Public Speaker. The Northern Boundary, the farmer has 'hacked' thinned out boundary.	It was agreed that Planning Committee Meeting would address this. Cllr Price to visit site and take photos
Terry Martin Chief Executive Kent ALC	Review of Gypsy and Traveller site Allocation Policy – now an online application via website. It will involve a deposit scheme, service charge, vetting procedure. Deadline for responses 20/12/17	No action required
Kent County Playing Fields Association.	Letter dated 25 th October 2017 asking for payment of annual subscription. Cllr Price proposed, Cllr Johnston seconded. All in favour. PC to apply for £1,000 grant to go towards skate-park project	Clerk to arrange payment Ass Clerk to apply for any funding
EDF Energy	Letter dated 18 th October 2017 regarding contract renewal and email dated 27 th November setting out benefits of fitting Smart meter	Cllr Townsend to do comparisons. Clerk to provide meter readings
DDC	Funding opportunities Newsletter dated 1/12/17 'More than a Pub, the Community Business Support	

	<p>programme’.</p> <p>Send to Village Hall Committee as funding is available for a public house and village Hall</p> <p>Cllr Morgan asked whether there should be a meeting to discuss where matters stand with the ‘Old Legion’. This is to be an agenda item for the new year</p>	Clerk to send details to Village Hall Committee
Aylesham Primary School	<p>Letter requesting support which does not have to be financial. Support required for library resources and volunteering.</p> <p>PC to make enquiries as to where we stand with allocating money.</p>	Clerk to find out from KALC as to whether PC can make a financial contribution
Mr and Mrs Buckle	Christmas Card	acknowledged
Historic Tree Line/ Northern Hedgerow	Concerns by Adisham Parish Council as they’ve noticed thinning of trees. Houses are built too far into the hedge line	To be discussed at Planning Committee Meeting
Concerns of resident	A request from a resident for the introduction of safety signs at Ackholt Road	Clerk to contact Cllr Manion
Request by Emily Barnes of DDC	Is seeking support from PC with forthcoming projects. Emily needs to provide more information. PC very interested with regards to future funding application	Clerk to arrange a meeting in January with Emily and full Council

8. Planning Applications:		
Ref No	Outline	Action/Resolution
17/00920	Aylesham Parish Council application for creation of outdoor leisure area consisting of skate park, exercise equipment and recreational ridges. The planning proposal –change of	Planning permission granted

	use of land and installation of outdoor gym equipment, associated fencing and lighting and creation of bund – land between Burgess Road and Ackholt Road, Aylesham CT3 3AS	
17/00892	Erection of 13 no., dwellings and 7 no. self contained flats, creation of access roads and parking	Clerk sent in objections

9. Grant Applications:		
Outline	Outline	Action/Resolution
Aylesham Ladies Choir	<p>Seeking a grant of £500 to enable them to participate increasingly in the local community</p> <p>Ladies Choir need to state clearer what the £500 will be used for</p>	<p>Clerk to make enquiries with Aylesham Ladies Choir</p>
St Finbarr's Church	<p>Asking for a contribution towards an overall costs of £2,760.00 for outdoor lighting.</p> <p>A quote has been provided for the full amount from One Call Electrical.</p> <p>PC needs to know what other funding has been sought? Why are they asking for the full amount? The steps and ramp are an issue?</p> <p>Cllr Townsend proposed the sum, of £750 as a contribution which was seconded by Cllr Morgan. Cllrs Prescott would like further investigation.</p> <p>It was agreed by all that the sum of £750 could be paid as a grant.</p>	<p>£750 was granted. Proposed by T. Johnstone, seconded by B. Morgan. Motion carried, all in favour.</p> <p>Clerk to notify St Finbarr's of the decision and to arrange payment</p>

10. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)

Action Item	Resolution
a) The outlined expenditure approval	Proposed by Cllr Prescott, seconded by Cllr Johnston. Motion carried all in favour.
Kent Office Solutions – 2 x invoices dated 25th November 2017 and 30/11/17 for delivery of lever arch files (2 boxes) total sum of £32.08 EDF Electricity Bill 11/5/17 to 13/11/17 total sum of £103.69 Lockwell Security Ltd – Invoice £136.10 Quickbooks – upgrade of system – costings to follow in due course	Proposed by K. Sutcliffe, seconded by L. Prescott. Motion carried all in favour. Clerk to arrange all payments All Cllrs agreed that this would be beneficial. Clerk to take forward

Expenditure			
Cheque No			Nov /Dec 17
3183	01.11.17	Kent Association of Local Councils, Conference Fee	£ 72.00
3230	01.11.17	Kate Razzell, Assistant Clerk, salary	£ 734.28
3222	01.11.17	Kent Office Solutions, purchase of new printer to incorporate scanner and copier, and office stationery	£ 810.92
3217	06.11.17	Grant Application, Green Howards Association	£ 320.00
3213	08.11.17	Plumber, J. Mills, installation of new cistern	£ 60.00

Direct Debit	10.11.17	EDF Energy	£ 43.00
3218	15.11.17	SLCC annual renewal of subscription	£ 139.00
3233	15.11.17	Christopher Punyer, Bollards Dorman Avenue North	£5,649.88
3237	15.11.17	Fineview Landscapes re Aylesham Memorial Gardens	£27,425.80
3232	16.11.17	Jackson Fencing (materials for Bollards on Dorman Avenue North)	£ 4,757.51
3239	22.11.17	Kate Razzell, reimbursement of expenses for purchasing stamps and also key cutting	£ 46.34
3244	23.11.17	Mary Brannigan, Parish Clerk, salary	£ 1,033.83
Standing Order	28.11.17	Kerrylyn James, salary	£ 244.48
3251	28.11.17	UK Safety Management annual pat testing of electrical equipment Aylesham House	£ 153.59
3245	28.11.17	Kate Razzell, Assistant Clerk, salary	£ 734.28
3250	29.11.17	M. Townsend, fuel expenses re trip to Ashford with children visiting playpark	£ 10.00
3248	29.11.17	Boys & Maughan Solicitors, Professional advices	£ 600.00
TOTAL EXPENDITURE			£42,834.91
INCOME			
Monies received	17.11.17	Monies received from Ovenden Plant Hire (donation re skate-park)	£ 2,000.00
Monies Received	24.11.17	Dover District Council payment towards Bollards Project Dorman Avenue North and Memorial Gardens Project Market Square	£34,952.29
TOTAL INCOME			£36,952.29

11. Interim Audit Outcome:	
Outline	Action/Resolution
<p>Cllr Cartledge instructed that she is happy for Clerk to provide each Cllr with a copy of the summary of the Audit that the Clerk prepared. Also it was agreed that a copy of the Standing Orders would be provided</p> <p>The Budget meeting has been provisionally arranged for the 8th January 2018 at 6 p.m.</p> <p>Details of future projects need to be submitted to allow for budget consideration. Consideration might also have to be given to increasing the Parish precept.</p>	<p>Clerk to send out summary of audit report and standing orders to Cllrs</p>

12. Aylesham Development:	
Outline	Action/Resolution
<p>Cllr Townsend mentioned fly-tipping that it is still an ongoing concern. It was mentioned that Bryn Hill of DDC would like to see the evidence trail</p> <p>If there are to be any white goods disposal B. Hill to provide skips. It's been suggested that DDC and PC consider working together to deal with fly-tipping – each party consider making a contribution of £250 towards providing skips. Then this service can be provided monthly, bi-monthly, quarterly to the residents.</p> <p>The issue of fly-tipping needs to be addressed in more depth Possible solutions - Perhaps using a dust cart? CCTV to cover the area? Enforcement team?</p>	<p>Cllr Townsend to speak to DDC at next meeting</p> <p>Clerk to include this in next agenda for January 2018 meeting</p>

13. Aylesham House:		
Topic	Outline	Action/Resolution
Spy-hole and door closer	Work carried out	

14. Skate-Park Development :		
Topic:	Outline	Action/Resolution
Section 106 money and Parish Council Contribution.	The Parish Council had a vote and all were in favour to pay the extra cost on top of the £85,710.50 to make sure this project is delivered in phases. A minuted report will be sent to DDC to obtain the funding.	

Committee Update: 15, 16, 17, & 18		
Topic:	Outline	Action/Resolution
<ul style="list-style-type: none"> Car Park – Dorman Avenue North 	Co-Op Car Park - PC need to establish the boundaries. Southern Housing to be contacted also Gallagher's to be contacted regarding quotes. The Co-op need to take responsibility to make a contribution towards a possible resurfacing. Cllr Prescott will continue to seek clarification of who owns the land, and seek permission to resurface the car park. A complaint has been made about a dip at the entrance into the car-park which is a hazard. Cllr Prescott to investigate.	Cllr Prescott to liaise with Clerk
<ul style="list-style-type: none"> Additional Benches in Village 	Quotes still too high. Further quotes to be obtained. Planning permission needs to be sought from KCC. A detailed plan of where the benches are to be located needs to be prepared. Cllr Price to seek KCC details of whom to contact from Clerk to obtain the permission. This item to be listed again in January to include recommendations	Clerk to seek planning permission

<ul style="list-style-type: none"> • Bollards Dorman Avenue North • Tree and Shrub Planting 	<p>See item 6.</p> <p>There are 8 trees to be purchased. Cllr Prescott was approached by a parishioner who has asked that when the trees are purchased that she is prepared to fund for one. Fineview Landscapes Ltd have provided a quote and the company that provided the developers with the trees that were planted round the Market square also sent in a quote. We need 1 more additional quote.</p> <p>It was agreed that trees and planting need to be done by March 2018, also there will be further planting in Autumn 2018</p>	
---	--	--

Outline	Action/Resolution
19. IT Support for Parish Council Office:	
It was agreed that the Clerk could make contact with local IT companies in order to obtain quotes to provide a support service re IT problems and providing Microsoft word, outlook etc., This was agreed by all Cllrs.	Clerk to take forward

Outline	Action/Resolution
20. Next Meeting:	
Agreed to be held on Thursday 11 th January 2018.	

21. Items for Next Agenda:	
Outline	Action/Resolution
Items referred to already in the Minutes	Clerk to action in due course

22. AOB: For Information Only	
Outline	Action/Resolution

23. Private and Confidential:	
Outline	Action/Resolution
<p>Intensive talks took place regarding the Project, the groundworks for the Project and the final Quote.</p> <p>The PC needs to future proof this Project so that they can look at a 2nd phase. Agreement was made to put in the extra funding required to deliver the Project and to have a budget each year for maintenance.</p>	