



## **AYLESHAM PARISH COUNCIL**

Minutes of the **Annual Council** meeting held on **14th May 2024** at  
Aylesham House

### **SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

#### **1. Those Present**

**Members:** S. Bott (Chair); K. Sutcliffe (Vice Chair); L. Prescott; G. Armstrong; D. Fleck; J. Flaig;  
D. Garrity.

**Officers in attendance:** Chief Executive Officer K. Robinson; Administration Officer  
N. Purcell.

Kent County Cllr S. Manion.

3 other members of the public present.

#### **2. Apologies for Absence**

Cllr D. Miller; Dover District Cllr Pout; PC Bowler- Kent Police.

#### **3. Councillor Vacancy**

Two candidates applied to become Councillors, both candidates attended the meeting. As part of the application process candidates were given the opportunity to introduce themselves and present to council about 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 1960, by virtue of the business to be transacted involving discussions of the merits of each applicant, it was proposed by J. Flaig and seconded by L. Prescott to move to a closed session.

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

***All members of the public left the meeting, and were accompanied by the Administration Officer 19:16***

Councillors discussed the merits of each applicant.

***Closed session ended 19:25, all members of the public and the Administration Officer returned to the meeting.***

Chair asked for proposers, then seconders for each Candidate:

**Candidate One:**

**Resolved:** To Co-Opt Candidate One onto Aylesham Parish Council. Proposed by G. Armstrong, seconded by L. Prescott.

**Candidate Two:**

**Resolved:** To Co-Opt Candidate Two onto Aylesham Parish Council. Proposed by K. Sutcliffe and seconded by D. Fleck.

**Candidate One**

**Outcome:** 3 votes in favour, 4 against.

**Candidate Two**

**Outcome:** 4 Votes in favour, 3 against.

**Co-Option Candidate Outcome:** Sean Vizer was duly Co-Opted onto Aylesham Parish Council, and immediately signed the Declaration of Acceptance of Office for Town/Parish Councillors Form to legally participate in the rest of the meeting as a Councillor.

The Chair thanked both Candidates for their applications. Candidate One was urged to consider applying in the future should there ever be a vacancy and reminded that members of the public can sit on the Planning, Environment & Transport Committee and the Recreational & Facilities Committee.

***19:29 1x Member of the public left the meeting.***

**4. Election of Chair of the Council Year 2024-2025**

**Resolved:** It was proposed by L. Prescott that D. Garrity be nominated as Chair for the council year 2024-25.

**Outcome:** D. Garrity politely declined the nomination- proposal withdrawn.

**Resolved:** It was proposed by J. Flaig that S. Bott be nominated as Chair for the council year 2024/25. Seconded by D. Fleck.

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

S. Bott was duly elected as Chair of Aylesham Parish Council for the council year 2024-25.

**5. Signing of Acceptance of Office – Chair**

S. Bott signed the Acceptance of Office which was witnessed by the Chief Executive Officer.

## **6. Election of Vice-Chair for the Council Year 2024-2025**

**Resolved: Proposal One:** It was proposed by J. Flaig and seconded by D. Fleck that K. Sutcliffe be nominated as Vice Chair.

**Resolved: Proposal Two:** G. Armstrong proposed S. Vizer be nominated as Vice Chair of Aylesham Parish Council.

**Outcome: Proposal One:** 5 votes in favour, 3 against, motion carried.

**Outcome: Proposal Two:** No vote conducted.

K. Sutcliffe was duly elected as Vice Chair of Aylesham Parish Council for the Council year 2024-2025.

## **7. Signing of Acceptance of Office – Vice Chair**

K. Sutcliffe signed the Acceptance of Office which was witnessed by the Chief Executive Officer.

## **8. Policy Reviews and Adoption for 2024-2025**

### **8.1 To review existing/new Policies for the Council Year.**

All policies were circulated to members ahead of the meeting along with a supporting report from the Chief Executive Officer.

All existing Policies require to be annually reviewed by Council, which this year most are just the year change on the saved document title i.e. 2024, and the recent staff title changes to Chief Executive Officer or Officer, where applicable.

Aylesham Parish Council's adopted Model Financial Regulations 2019 are the exception as they require the following amendment, as per the Internal Audit Report for 2023/2024:

*"Council to take into account the increase in Contract Finders contract value threshold, which has increased by £5,000 to £30,000 as per the NALC (National Association of Local Councils) LTN 87 reissued in January 2024."*

The Chief Executive Officer has already amended the Model Financial Regulations 2019 already to reflect this, as per Financial Regulations 11b) (page 15):

*"b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations2"*

and 11h) page 15:

*“h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £2,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.”*

The Finance, Audit and Personnel Committee at their meeting held on Tuesday 7th May 2024 simply “noted” this amendment due to it being compulsory.

**Resolved:** It was proposed by J. Flaig and seconded by D. Fleck to approve the Model Financial Regulations 2019 for England, as explained in the Chief Executive Officer’s report.

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

**Resolved:** It was proposed by K. Sutcliffe and Seconded by D. Fleck to amend Standing Order 8(b) to read:

*“Where more than one person has been nominated for a position to be filled by the Council, any Councillor present may request that the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be verbally reported by the Chief Executive Officer.”*

**Outcome:** 5 votes in favour, 1 against, 2 abstentions. Motion carried.

**Resolved:** It was proposed by K. Sutcliffe and seconded by D. Fleck to approve the following policies for the council year 2024-25:

Adoption Leave & Pay Policy; Anti-Harassment & Bullying Policy; CCTV Policy; Complaints Policy; Co-Option Policy; Councillor Email & Communications Policy; Data Retention & Disposal Policy; Disciplinary Policy; Equal Opportunities Policy; Expenses Policy; Flexible Working Policy; Freedom of Information Policy; General Privacy Notice; Grievance Policy; Health & Safety Policy; ICT Policy; Maternity Policy; Paternity Policy; Performance Improvement Policy; S101 Delegation Of Powers; Sickness Absence Policy; Subject Access Policy; Training & Development Policy; Vexatious complaints Policy; Whistleblowing Policy.

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

## **8.2 To review Terms of Reference (Committees/Sub-Committee) for the Council Year**

**Resolved:** To increase the membership of the Finance Audit & Personnel Committee to 6 members. Proposed by J. Flaig and seconded by K. Sutcliffe.

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

**Resolved:** To increase the membership of the Recreational & Facilities Committee to 6 members. Proposed by D. Fleck and seconded by K. Sutcliffe.

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

**Resolved:** To increase the membership of the Planning, Environment & Transport Committee to 6 members. Proposed by D. Fleck and seconded by K. Sutcliffe.

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

**Resolved:** To create a Sub-Committee for the Aylesham Centenary Celebrations and adopt the Terms of Reference for this Committee. Proposed by K. Sutcliffe and seconded by J. Flaig.

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

### **8.3 Confirm eligibility to use General Power of Competence**

At the May 2024 Finance, Audit & Personnel Committee meeting held on Tuesday 7th May, the Committee resolved to Recommend for Aylesham Parish Council to confirm their Eligibility to use General Powers of Competence. The Chief Executive Officer shared details in a report circulated to members ahead of the meeting.

As per the Internal Audit Report for 2023/2024 now that the Chief Executive Officer is CiCLA qualified, and Aylesham Parish Council have at least 6 out of 9 (7 in total) Elected Councillors. Council is asked to consider their eligibility to use General Powers of Competence.

**Resolved:** Aylesham Parish Council resolves from 14th May 2024, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence. Proposed by J. Flaig and seconded by G. Armstrong.

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

## **9. Election of Members onto Committees for Council Year 2024-2025**

### **9.1 Finance, Audit & Personnel**

S. Bott, K. Sutcliffe; J. Flaig; S. Vizor and D. Garrity nominated themselves for membership of the committee.

**Resolved:** It was proposed by D. Fleck and seconded by K. Sutcliffe that the nominees are elected onto the Finance, Audit & Personnel Committee for the council year 2024/25.

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

### **9.2 Planning, Environment & Transport**

S. Bott; K. Sutcliffe; D. Fleck; S. Vizer; J. Flaig and G. Armstrong nominated themselves for the Planning, Environment & Transport Committee.

**Resolved:** It was proposed by K. Sutcliffe and seconded by J. Flaig that the above nominees be elected on to the Planning, Environment & Transport Committee for the council year 2024-25.

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

### **9.3 Recreational & Facilities**

L. Prescott; K. Sutcliffe; G. Armstrong; S. Vizer and D. Garrity nominated themselves for the Recreational and Facilities Committee.

**Resolved:** It was proposed by G. Armstrong and seconded by K. Sutcliffe that the above nominees be elected on to the Recreational & Facilities Committee for the council year 2024-25.

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

### **9.4 Sub-Committee Aylesham Centenary Celebrations**

S. Bott; K. Sutcliffe; J. Flaig; D. Garrity and S. Vizer nominated themselves for the Aylesham Centenary Celebrations Sub- Committee.

**Resolved:** It was proposed by K. Sutcliffe and seconded by J. Flaig that the above nominees be elected on to Sub Committee Aylesham Centenary Celebrations for the council year 2024-25.

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

## **10. Election of Committee Chair for Council Year 2024-2025**

### **10.1 Finance, Audit & Personnel**

**Resolved:** It was proposed by K. Sutcliffe and seconded by D. Garrity that S. Bott be nominated as Chair of the Finance, Audit & Personnel Committee for the council year 2024-25.

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

S. Bott was duly elected as Chair of the Planning, Environment & Transport Committee for the council year 2024-25.

### **10.2 Planning, Environment & Transport**

**Resolved:** It was proposed by J. Flaig and seconded by G. Armstrong that D. Fleck be nominated as Chair for the Planning, Environment & Transport Committee for the council year 2024-25.

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

D. Fleck was duly elected as Chair of the Planning, Environment & Transport Committee for the council year 2024-25.

### **10.3 Recreational & Facilities**

**Resolved, Proposal One:** It was proposed by G. Armstrong and seconded by D. Garrity that L. Prescott be nominated as Chair of the Recreational & Facilities Committee for the council year 2024- 25.

**Resolved, Proposal Two:** It was proposed by J. Flaig that K. Sutcliffe be nominated as Chair of the Recreational & Facilities Committee for the council year 2024- 25.

**Outcome Proposal One:** 5 Votes in Favour, 3 councillors did not vote for L. Prescott to be nominated as Chair of the Recreational & Facilities Committee for the council year 2024- 25. Motion Carried.

**Outcome Proposal Two:** No Seconder- proposal falls.

L. Prescott was duly elected as Chair of the Recreational & Facilities Committee for the council year 2024-25.

### **10.4 Sub-Committee Aylesham Centenary Celebrations**

**Resolved:** It was proposed by J. Flaig and seconded by D. Fleck, that K. Sutcliffe be nominated as Chair of the Aylesham Centenary Celebrations Sub- Committee for the council year 2024-25.

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

K. Sutcliffe was duly nominated as Chair of the Aylesham Centenary Celebrations Sub-Committee for the council year 2024-25.

## **11. Appointing Representatives to offer support to external groups for the Council Year 2024-2025: KALC Dover Area Committee, Dover District Neighbourhood Watch, Dover District Climate and Nature Forum**

### **KALC Dover Area Committee-**

J. Flaig nominated himself for the KALC Dover Area Committee.

**Resolved:** It was proposed by D. Fleck and seconded by K. Sutcliffe that J. Flaig be appointed as representative on the KALC Dover Area Committee.

### **Dover District Neighbourhood Watch**

No Nominees.

### **Dover District Climate and Nature Forum**

**Resolved:** It was proposed by G. Armstrong and seconded by L. Prescott that D. Fleck be appointed as representative on the Dover District Climate and Nature Forum.

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

**12. To receive and agree Calendar of Meetings for the Council Year 2024-2025 (Full Council and Standing Committees)**

**Resolved:** It was proposed by D. Garrity and seconded by G. Armstrong to move the meeting start time forward to 18:30pm for all meetings.

**Outcome:** 4 votes in favour, 4 against. Therefore, the Chair had the casting vote and voted against the proposal. Motion is not carried.

No proposal or resolution was then subsequently made to formally adopt the Calendar of Meetings.

**13. Chair of Council Opening Remarks**

S. Bott thanked everyone for attending and welcomed the newly co-opted councillor.

S. Bott reminded councillors of their obligation to prepare for meetings, to ensure all meetings, both committees and full council run smoothly. S. Bott reiterated that the main form of communication for councillors is via email.

**14. Declarations of Cllr Interests, Dispensations and any changes to the Register of Interest**

S. Bott – Chair of Aylesham Community Trust.

J. Flaig- Aylesham Community Trust and Aylesham Hub Ltd/Aylesham in Touch.

***20:26 Meeting is suspended for up to 15 minutes to allow discussion with Members of the Public present at the meeting:***

**15. Public Participation Period**

See Appendix A.

***20:33 1x Member of the public left the meeting.***

**16. External Reports (Updates)**

**16.1 County Councillor** See Appendix B.

**16.2 District Councillor** – None received.

**16.3 Dover District Council Community Development Officer** – See Appendix C.

**16.4 Kent Police-** April report circulated to councillors, awaiting May report.

***20:37 Kent County Councillor Manion left the meeting.***

**17. Minutes of previous meeting: April 2024**

**Resolved:** It was proposed by G. Armstrong and seconded by J. Flaig that the minutes of the Full Council Meeting held on 9th April 2024 are a TRUE and ACCURATE record.

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



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

None.

## **19. Chief Executive Officer Report**

**19.1** Dover District Climate and Nature Forum – Aylesham Parish Council have been invited to be part of this Forum with Town Councils in the District. Terms of Reference have been circulated to Members prior to the meeting; attendees tend to be Town Clerks on behalf of their Council.

**Outcome:** This was discussed under agenda item 11.

**19.2** Councillor Friend the Chair of Dover District Neighbourhood Watch Association have written to Aylesham Parish Council to ask whether our community would benefit from information from them, and whether the Council would like to send a representative to any of their regular meetings.

**Outcome:** This was discussed under agenda item 11.

**19.3** Kent Association of Local Councils membership renewal for 2024/2025. A cost of £1,282.33 for the year from 1<sup>st</sup> April 2024 until 31<sup>st</sup> March 2025. This includes membership to KALC and NALC (National Association of Local Councils) which allows Aylesham Parish Council use of the NALC Legal Topic Notes; financial regulations and various other policies, plus, legal advice from KALC along with discounted training for Members and Staff.

**Resolved:** It was proposed by J. Flaig and seconded by K. Sutcliffe to renew the KALC membership for 2024-25 at cost of £1,282.33 for the year from 1<sup>st</sup> April 2024 until 31<sup>st</sup> March 2025.

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

## **20. Section 101 Delegated Authority**

No items to note.

## **21. Personnel**

No items to note.

## 22. Finance

### 22.1 May 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
CEO/RFO	May 2024 Expenses HP Instant Ink	May 2024	£49.46	N/A	£49.46
Caretaker	Park Inspections Mileage April (4wks) 4.3 miles p/w at 0.45p p/m	N/A	£7.74	N/A	£7.74
Administration Officer	April 2024 Expenses Garden Competition 2024 Banner	May 2024	£56.48	N/A	£56.48
Aylesham Hub Ltd	Aylesham in Touch 2 Full Page Advert Garden Competition	5036/8	£100.00	N/A	£100.00
KALC	Annual Subscription 2024/25	9025	£1,282.33	£256.47	£1,538.80
David J Buckett	Internal Audit Fee for Council Year 2023/2024	1510	£619.80	N/A	£619.80
Rialtas Business Solutions Ltd	Year End 2023/2024 Closedown	31598	£825.00	£165.00	£990.00
<b>Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5</b>					
HMRC	M/E 05 May 2024 PAYE	2501	£1,515.28	N/A	£1,515.28
Ovenden Allworks Ltd	Snowdown Recreational Field 3nr concrete posts removal	3321	£406.80	£81.36	£488.16
JS Security Solutions Ltd	Yearly CCTV Maintenance	001342	£120.00	£24.00	£144.00
Safeplay Playground Services Ltd	Quarterly Independent Inspection Fee	26548	£39.50	£7.90	£47.40
Rialtas Business Solutions Ltd	Alpha Software Support and Maintenance Licence 1 User 01/04/24- 31/03/2025	SM28695	£192.00	£38.40	£230.40
Envisage Groundcare Ltd	April 2024 Invoice	1608	£853.00	£170.60	£1,023.60

J. Flaig did not partake in the vote, due his associated interest with Aylesham Hub Ltd/Aylesham in Touch.

**Resolved:** It was proposed by K. Sutcliffe and seconded by G. Armstrong to approve the May 2024 payment schedule.

**Outcome:** 7 in favour, 1 councillor did not vote. Motion carried.

## 23. Committees

### 23.1 Finance, Audit & Personnel – Internal Audit Report 2023/2024

The Chief Executive Officer's report was circulated to councillors ahead of the meeting in the agenda pack, which is available for members of the public on our website. It identified that The Internal Auditor recommended as per his report:

- Open and transfer cash to other "interest earning" accounts with other banks and look a better account within NSI. However, in the immediate short term open an "instant access" or "notice account (min 32 day notice) deposit accounts with Lloyds Bank.
- For Council to consider giving delegated powers be given to the Chief Executive Officer/RFO to manage the Lloyds Accounts without compromising the day-to-day business activity with subsequent retrospective reporting of bank transfers.
- Two additional signatories are required for the Parish Council Lloyds Bank Account. Signatories will then be rotated month to month.
- Implementation of a debit card with Lloyds Bank in the name of the Chief Executive Officer. This would alleviate staff using their own funds for purchases for the Council and then having to seek re-imbursement (which cannot be approved outside of a monthly meeting). If approved Council would receive a monthly spreadsheet with all transactions for the debit card. A debit card for the Council is covered in the Financial Regulations.

Full Council noted the independent internal auditors' comment regarding making a decision on Aylesham House as soon as possible.

**Resolved:** It was proposed by J. Flaig and seconded by K. Sutcliffe to proceed with the Finance, Audit & Personnel committees recommendations as noted above.

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

For clarification of which immediate savings account:

**Resolved:** It was proposed by J. Flaig and seconded by D. Garrity to open an Instant Access Savings account with Lloyds Bank.

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

### 23.2 Planning, Environment & Transport – Dover District New Local Plan Schedule of Main Modifications (ED48)

A report was written as per the agenda pack and circulated to councillors ahead of the meeting and made available on our website for members of the public detailing the recommendations made by the Planning Environment & Transport Committee at their April meeting.

**Resolved:** It was proposed by G. Armstrong and seconded by D. Fleck to submit the comments recommended by the Planning, Environment & Transport Committee as per the in the agenda pack report for ED48.

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

### **23.3 Planning, Environment & Transport – Dover District New Local Plan Schedule of policies Map Modifications arising from Main Modifications (ED51)**

A report was written detailing the recommendations made by the Planning Environment & Transport Committee at their April meeting, as per the agenda pack report circulated to Councillors ahead of the meeting and available on our website for members of the public.

**Resolved:** It was proposed by G. Armstrong and seconded by D. Fleck to submit the comments recommended by the Planning, Environment & Transport Committee as detailed in the report for ED51.

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

### **23.4 Planning, Environment & Transport – Dover District Council New Local Plan Sustainability Appraisal Addendum Main Modifications (ED52)**

A report was written detailing the recommendations made by the Planning Environment & Transport Committee at their April meeting, as per the agenda pack report circulated to Councillors ahead of the meeting and available on our website for members of the public. The Committee recommended to submit 'no comments' for ED52 as resolved their April meeting.

**Resolved:** It was proposed by G. Armstrong and seconded by D. Fleck to submit 'no comments' for ED52 as recommended by the Planning, Environment & Transport Committee Planning, Environment & Transport Committee.

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

### **23.5 Habitats Regulation Assessment- Regulation 19 HRA updated 2024 (ED53)**

A report was written detailing the recommendations made by the Planning Environment & Transport Committee at their April meeting, as per the agenda pack report circulated to Councillors ahead of the meeting and available on our website for members of the public. The Committee recommended to submit 'no comments' for ED53 as resolved their April meeting.

**Resolved:** It was proposed by G. Armstrong and seconded by D. Fleck to submit 'no comments' for ED53 as recommended by the Planning, Environment & Transport Committee Planning, Environment & Transport Committee.

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

## **24. Aylesham House**

### **24.1 Future Council Meeting Locations**

**Resolved:** It was proposed by D. Garrity to defer this item until after the Aylesham House Extraordinary meeting, seconded by G. Armstrong.

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

## **24.2 Aylesham Community Trust Meeting Space Offer**

Aylesham Parish Council have been kindly offered the opportunity to hold meetings at Aylesham Community Trust- free of charge. Council noted this offer and will discuss further after the Aylesham House Extraordinary meeting.

*Cllr Garrity left the meeting 21:01.*

## **25. Aylesham Development Matters**

### **25.1 Aylesham Development Update Meeting**

Meeting Cancelled in April. Aylesham Parish Council will be informed of the future of the meeting.

**Resolved:** It was proposed by D. Fleck and seconded by G. Armstrong, that the Parish Council clarify with Dover District Councillor Pout, that the issue regarding the frequency of the Development meetings reducing, is not due to the Parish Council withdrawing from the meetings, as he suggested at the Annual Parish Meeting, but rather is a natural progression as the development is finalising.

**Outcome:** 4 votes in favour, 1 abstain. Motion carried.

### **25.2 Dover District Council Project Officer Update**

Circulated to Members prior to the meeting.

- Native woodland planning application 20/00365 – no further update
- Allotments CON/15/00068/DDDD – Condition has been approved. I've instructed DDC's legal team to prepare a draft lease for APC. I will share timeframes of works in due course.
- Milner Park/Hill Crescent play equipment – order has been processed, awaiting installation date. DDC will update residents, including a letter drop to immediate surrounding properties, in due course.
- Derwent Way-Cherry Blossom Way Public Right of Way lighting – planning application is now live.
- Black pipes have been removed from the receptor site by the Northern Hedgerow.

### **25.3 To raise or discuss any new or existing development issues.**

**Resolved:** It was proposed by D. Fleck and seconded by K. Sutcliffe to raise the following concerns:

- What is the new access gate for that has been placed next to the footpath leading from Burgess Road to the Skate Park/Station.
- The land being used for spoil storage between properties on Burgess Road and Kings Road:
  - Concerns about the height of the spoil, and how it will be removed.
  - Wooden posts appear to have been sawn off, creating a trip serious trip hazard.

- A concrete post has been removed creating deep holes in the ground and another safety concern.

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

#### **25.4 Market Square Lighting Project**

Chief Executive Officer has chased UKPN for an update.

### **26. Highways**

#### **26.1 Highways Improvement Plan**

A report was written as per the agenda pack report circulated to councillors ahead of the meeting and available on our website for members of the public. Officers to await further information to present to councillors.

#### **26.2 Aylesham Road/Holt Street Flooding**

A report was written as per the agenda pack report circulated to councillors ahead of the meeting and available on our website for members of the public. Officers to await further information to present to councillors.

#### **26.3 Dorman Avenue South Street Lighting**

Council noted the report circulated by the Administration Officer, which is available in the agenda pack on the website for members of the public. Costings received from Kent County Council a few hours prior to this meeting:

*‘Estimate to install ten new lamp columns on Dorman Avenue South, approximately £26,823.51. ‘*

Officers will seek further information on this and revisit at a subsequent meeting.

### **27. Spinney Wood**

No updates.

### **28. Allotments**

Chief Executive Officer noted to Council that as per the Project Officer update: the planning condition for allotments has been approved. Dover District Council’s legal team have been instructed to prepare a draft lease for Aylesham Parish Council.

Aylesham Parish Council needs to be aware that this will go through their Solicitor incurring legal fees; all legal documents including leases must. Time frames for allotments will be confirmed by Dover District Council in due course.

### 29. Car Park Dorman Avenue North

Requested an update from the Co-Op; response received with apologies that it has been a busy time for the Regional Portfolio Manager, and she will be in touch soon.

**Resolved:** It was proposed by J. Flaig and seconded by K. Sutcliffe that Officers are to contact the Co-Op to explain that we would need to be provided with a decision in preparation for the next Full Council meeting (11<sup>th</sup> June) as after this time Aylesham Parish Council will start to look into renewing their freehold section of the car park.

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

**Resolved:** It was proposed by D. Fleck that the council pursue enquiries with an EV Charging company with regards to the car park on Dorman Avenue North, seconded by G. Armstrong

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

### 30. Next Meeting Date

Tuesday 11<sup>th</sup> June 2024.

***-21:27 Meeting Closed-***

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

Signed.....(Chair)

Date.....

Aylesham Parish Council meeting June 2024

### Appendix A

#### Public Representation- Local Resident

- Continuing concerns regarding the infrastructure of the village.
- The junction of Cooting Road continues to be a concern. The bus struggles with the width of the junction if meeting oncoming traffic.
- The signage is inadequate in the village. Market Place & Market View often confused by delivery drivers.
- Resident requested Cllr Mamjan's contact details.

### Appendix B

#### Kent County Councillor S. Manion

- Congratulated the Chair, Vice Chair and the newly Co-Opted Councillor.
- Report has been issues regarding the coal fields, and Aylesham & Snowdown were mentioned. It is a good report to read if you have the opportunity.
- Vaccination centres will b operating in May at Deal and June in Dover.
- Kent County Council continue to encourage people to report pot holes as they spot them and we aim to get them repaired quickly.

### Appendix C

#### Dover District Council Community Development Officer N. Chester

Here is an update from myself regarding all aspects of community development in Aylsham.

- **Milner Park**

Our parks and open spaces team will be instructing contractors to remove more soil from the area between what will be the new play area and the back of the fire station. They have been witing for the ground to dry out, so once we have a confirmed date for this, I will let you know. Additionally, the fly tipping issues that has been taking place in the same area is being investigated, I have visited the site with a view to placing signage around but at this time there is no suitable place to attach the signs so will be working with the environmental crime team to initiate a method whereby they can be visible to all.

- **Missing swing (neighbourhood play area) & Sunshine corner fencing.**

The swing was removed by DDC on safety grounds and is on the log to be replaced. The fencing is also on the lo be rectified.

- **Community Roots van**

Upcoming dates

15 May School Square

28th May Heritage Road car park (police event).