



## **AYLESHAM PARISH COUNCIL**

Minutes of the **Full Council** meeting held on **10<sup>th</sup> June 2025**  
at Aylesham Community Trust

### **SUBJECT TO CONFIRMATION**

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

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

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

District Cllr Mamjan; County Cllr Porter

No members of Public were present.

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

None.

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

S. Bott- Chair of Aylesham Community Trust

J. Flaig- Trustee of Aylehsam Community Trust

K. Sutcliffe- Dispensation regarding matters involving Aylesham Heritage Centre.

*19:01- meeting was suspended for up to 15 minutes to allow discussion with  
Members of the Public present at the meeting.*

#### **4. Public Participation Period**

None.

#### **5. External Reports (Updates)**

##### **5.1 County Councillor**

See Appendix A.

*PC Bowler joined the meeting 19:08*

##### **5.2 District Councillor**

See Appendix B.

##### **5.3 Kent Police**

See Appendix C.

*PC Bowler left the meeting 19:31*

#### **5.4 Dover District Council Community Development Officer**

A report has been received and circulated to councillors ahead of the meeting is available on our website.

*19:33 Parish Council Meeting Resumes*

#### **6. Minutes of previous meeting: May 2025**

Agenda item 23.1: the following resolution to seek legal advice is missing from the minutes:

***“Resolved:** It was proposed by G. Armstrong and seconded by J. Flaig to seek legal advice regarding Cripps Close Play Area.*

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

**Resolved:** It was proposed by G. Armstrong and seconded by J. Flaig to approve the following amendment:

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

**Resolved:** It was proposed by S. Bott and seconded by G. Armstrong that with the above amendment, the minutes from the meeting held on 13<sup>th</sup> May 2025 are a TRUE and ACCURATE record.

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

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

**May Agenda Item 15.4 Dover District Council Community Development Officer:** As Resolved, Officers’ wrote to the Community Development Officer to enquire how children that reside in Aylesham, will be included in the data. The Community Development Officer responded:

*“Thank you for your email. As we are a district council, we only cover the 11 secondary schools within the Dover District. It may be worth reaching out to Canterbury City Council and Thanet District Council to see if they offer a similar programme for young people in their District. Unfortunately, due to capacity, and funding constraints, we’re not able to offer our IMPACT Roadshow wider than the Dover District.”*

**Resolved:** It was proposed by J. Flaig and seconded by S. Bott to respond to the above, offering a space to host the IMPACT roadshow in Aylesham, to ensure young people in Aylesham are included and benefit equally from the initiative.

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

**May Agenda Item 18 Chief Executive Officer Report:** Correspondence was received regarding e-scooters on public footpaths. As resolved, officers contacted Kent County Council to enquire if there was any signage available to raise awareness. Kent County Council responded:

*“As E-scooters are illegal to use on the road or public spaces, it is not something that KCC promote or generally communicate about but the Kent Police website has some useful information that you could potentially utilise - [Advice on e-scooter usage | Kent Police](#). I am sorry I don’t have anything further for you on this occasion. “*

**Outcome:** Noted by Council.

## **8. Chief Executive Officer Report**

**8.1** Resident concerns regarding the Dover District Council owned car park at Cripps Close and the adjacent Attlee Avenue Play Park area. The resident is continually trying to keep both areas clear of rubbish however has asked for the building rubble, believed to be from adjacent properties within the car park to be removed. The resident has also tried to replant the plants that have recently been planted, that appear to have been pulled out of the ground.

**Actioned:** Resident has been responded to with an update as to Aylesham Parish Council continually chasing the works to be implemented and informed them that the car park is to be resurfaced, with parking bays and lighting. The residents’ concerns have been sent onto Dover District Council, and the resident advised to contact the Parish Council any time they have any further concerns.

**Outcome:** Noted by Council.

**8.2** Chief Executive Officer has received an invitation to Quarterly Rural Network Meeting for Parish Councils. This meeting is for Parish Clerks for the rural areas of Dover District, to come together, network and discuss any issues or ideas. The first meeting is being held on Thursday 5th June.

**Update:** Due to annual leave on this date, our Deputy Officer will be attending in the Chief Executive Officer’s place. A summary of the meeting will be shared to Council.

This item will also be added to the July agenda, as there are a few things that officers wish to raise.

**Outcome:** Noted by Council.

**8.3** A water leak on Boulevard Courrieres was reported to Affinity Water by the Assistant Officer. We are of the understanding that this has now been repaired.

**Outcome:** Council noted the above.

## **9. Section 101 Delegated Authority**

None.

## **10. Personnel Matters**

None.

## 11. Finance

### 11.1 June 2025 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Chief Executive Officer	May Expenses	May Expenses Form	£61.45	N/A	£61.45
Deputy Officer	May Expenses	May Expenses Form and Additional Expenses Form 2/6/25	£93.42	N/A	£93.42
Envisage Groundcare Ltd	May Invoice	1990	£1,055.55	£211.11	£1,266.66
<b>Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii</b>					
Caretaker	Mileage – Park Inspections	April Expenses Form	£7.74	N/A	£7.74
Terry Brown Purefect Cleaning Services	Snowdown Recreational Field Jet Washing Play Equipment R&F Committee	09.05.2025	£100.00	N/A	£100.00
CC Kent Ltd	Replacement Toilet Seats & Fitting Aylesham House	29774	£88.38	£126.13	£106.06
DM Payroll Services Ltd	Payroll Services 25/26	4239	£240.00	N/A	£240.00
Envisage Groundcare Ltd	April Invoice Grounds Maintenance Waste Clearance Aylesham House Garden Tidy (Flowerbeds) Aylesham House	1955	£1,270.55	£254.11	£1,524.66
HMRC	PAYE & NI	2602	£2,262.23	N/A	£2,262.23
Glassfibre Flagpoles Limited	Flagpole Service	INV-13576	£595.00	£119.00	£714.00
Aylesham Community Trust	April Hall Hire – Council Meetings	INV-6248	£280.00	£56.00	£336.00

Surrey Hills Solicitors LLP	Services in connection with further amendments to the licence to Aylesham Heritage Centre	11641	£200.00	£40.00	£240.00
Surrey Hills Solicitors LLP	Services in connection with review of and advice on the draft Licence for Major Alterations at Market Square	11642	£260.00	£52.00	£312.00
Safeplay Playground Services Ltd	April Independent Inspection	30054	£50.00	£10.00	£60.00
Dover District Council	Annual Lease Payments: Market Square, Attlee Avenue, Skate Park	1019494	£376.00	N/A	£376.00
PC Business World	Kitchen Accessories for Employee Use Fridge (health & safety requirement), Toaster, Microwave (always previously supplied by APC). Plus, mobile phone plugs/charger cables and delivery (during working hours)	71676281	£264.02	£52.80	£316.82
One Call Electrical Services Ltd	Emergency Call Out to Skate Park to inspect vandalised feeder pillar, and repair door	12623	£120.00	£24.00	£144.00
Hugh Harris Ltd T/A Fresh Air Fitness	Replacement Snowdown Gym Equipment Operator Sign Recreational & Facilities Committee	20395	£85.00	£17.00	£102.00
DM Payroll Services	Payroll Services 25/26	4239	£240.00	N/A	£240.00

**Resolved:** It was proposed by K. Sutcliffe and seconded by D. Fleck to approve the June 2025 Payment Schedule.

**Outcome:** 4 votes in favour, 2 against, 2 abstentions. Motion carried.

### **11.2 Annual Governance Accountability Review (AGAR) 2024/2025**

Local Councils in England with an annual turnover of £6.5 million or less must complete an Annual Governance and Accountability Return (AGAR) in accordance with proper practices summarising their activities at the end of each financial year. The AGAR is the principal means by which a parish council is accountable to its electorate, and councils must complete an annual return to confirm that everything is in order.

The Council considered and approved the Statement of Internal Control for the year ending 31 March 2025. The Chair and Chief Executive Officer signed the Statement on behalf of the Council.

**Resolved:** It was proposed to approve the Statement of Internal Control for the year ending 31 March 2025 by D. Fleck, seconded by K. Sutcliffe.

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

The Council considered and approved the Annual Governance Statement for 2024-2025.

**Resolved:** It was proposed to approve the Annual Governance Statement for 2024-2025 by G. Armstrong, seconded by K. Sutcliffe.

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

The Chair and the Chief Executive Officer signed and dated the Statement on behalf of the Council.

The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Finance Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2024-2025. The Chair signed and dated the Accounting Statement on behalf of the Council.

**Resolved:** It was proposed to approve Section 2 of the AGAR for 2024-2025 by S. Bott, seconded by D. Fleck.

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

Council 'noted' the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer: from Thursday 12th June 2025 to Wednesday 23rd July 2025.

## **12. Committees Planning, Environment & Transport**

*District Cllr Mamjan and County Councillor Porter left the meeting 20:06*

### **12.1 Neighbourhood Plan/Parish Plan**

As per the agenda pack, a report was circulated to councillors detailing the Planning, Environment & Transport Committee recommendation that:

*“That the Parish Council places further development of a Neighbourhood Plan or Parish Plan on hold until such time that match funding becomes available to support this work. In the interim, it is recommended that:*

- *The Parish Priorities Statement is kept up to date and relevant.*
- *Focus and resources are directed towards planning priorities regarding ‘Aylesham South’, where there is potential for meaningful local impact in the short term.”*

**Resolved:** It was resolved by D. Airey and seconded by J. Flaig that Full Council approve the above recommendation of the Planning, Environment & Transport Committee.

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

### **13. Aylesham Development Matters (Existing development phases)**

#### **13.1 Dover District Council Project Officer Updates**

See Appendix D

Chief Executive Officer notified council that updates have been received:

- Dover District Council have replaced the boundary fences on three properties with panel fencing, removing any access gates that were in situ.

The play equipment is being checked for snagging and any landscaping being checked.

- The Dover District parcel of land between Burgess Road: and Kings Road, currently used as a spoil site by Developers: Aylesham Parish Council have been asked if they have any suggestions for the use of this strip of land?

**Resolved:** It was proposed by K. Sutcliffe and seconded by J. Flaig for Councillors to conduct a site visit to generate discussion.

#### **13.2 To raise or discuss any new or existing development issues**

##### **Hill Crescent – Open Space**

**Resolved:** It was proposed by S. Bott and seconded by D. Fleck to raise with Dover District Council that the position of the benches do not feel ‘inclusive’ as they are not facing each other.

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

#### **13.3 Market Square Lighting Project**

Awaiting Dover District Council’s legal team to finalise the Licence for Major Alterations.

#### **14. Allotments (any updates)**

As per agenda item 13.1 – work to procure the allotments is due to start in early June. Aylesham Parish Council are still awaiting the draft lease from Dover District Council.

**Resolved:** It was proposed by S. Bott and seconded by J. Flaig, to write to District Councillor Pout, to raise the councils concerns over this delay at the meeting he is attending on 11<sup>th</sup> June.

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

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

##### **15.1 Building Repairs**

**Update:** Awaiting quotations for further works. These will be presented to Council once received.

##### **15.2 Parish Council Offices**

Officers are now back to work at Aylesham House. The Parish Council office is open with staff working in the building and is open for members for the public ‘drop in sessions’ between 10.00am – 12.00pm on a Monday, Tuesday, Thursday. Appointments are welcomed outside of these hours but must be booked in advance.

Contact details have been updated on the noticeboards, with a new noticeboard to be placed on the front porch of Aylesham House, that will display office opening time and contact information.

#### **16. Kent Devolution and Local Government Reorganisation (any updates)**

##### **16.1 Local Government Reorganisation Meeting at Dover District Council Meeting for Town & Parish Councils held on Thursday 22nd May 2025**

Councillor Bott and Councillor Fleck attended the meeting on behalf of Aylesham Parish Council. Copies of the presentation slides have been requested from Dover District Council, however at the time of producing this agenda pack, are yet to be received.

#### **17. Next Meeting Date**

Tuesday 8th July 2025.

#### **18. Legal Matters – Confidential to be held under the Public Bodies (admissions 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 Legal Matters for agenda items 18.1 and 18.2, it was proposed by J. Flaig and seconded by D. Airey to enter into a closed session.

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



*Meeting entered a closed session 20:31*

**18.1 Licence for Major Alterations – Market Square**

**Resolved:** It was proposed by J. Flaig and seconded by D. Airey to escalate the matter with the Dover District Council Chief Executive and CC in District Councillors.

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

**18.2 Attlee Avenue Play Park**

**Resolved:** It was proposed by G. Armstrong and seconded by L. Prescott to immediately give the appropriate notice period of 28 days to end the lease on Attlee Avenue Play Park.

**Outcome:** 2 votes in favour, 5 against, 2 abstained. Motion not carried.

**Resolved:** It was proposed by J. Flaig and seconded by D. Miller to ask Cllr Pout to attend the next meeting specifically about this agenda item, as we are looking at remedies to problems with this area, and for Cllr pout to raise this at the meeting he is attending on 11/06/25.

**Outcome:** 6 in favour, 2 against, 1 abstain. Motion carried.

*Closed session ended 20:45*

**- Meeting Closed: 20:45 -**

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

Signed.....(Chair)

Date.....

## **Aylesham Parish Council June 2025 Full Council Meeting Appendices.**

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### Appendix A

#### **County Councillor Porter**

- Cllr Porter wished to note that many meetings have been postponed due to the absence of Cabinet appointments to the committees, leading to their cancellation.
- Cllr Porter wished to make people aware of the website "One Network." A real-time, nationwide map showing current and planned roadworks, road closures, diversion routes, and traffic events. <https://one.network/>
- There is a meeting planned with Paul Burrell on 30<sup>th</sup> June- Cllr Porter will be putting forward that Aylesham needs more Police Presence.

### Appendix B

#### **District Councillor Mamjan**

- Not much to report locally- The TPO for Spinney Wood was noted at the DDC Overview and Scrutiny Committee, but the member of the public responsible for the e-petition did not attend the meeting.

### Appendix C

#### **PC Bowler**

- There are 4 new officers in the Dover Community Safety Unit.
- There is a live link to the CCTV at the former Colliery Site at Snowdown and PC Bowler, so it notifies PC Bowler.
- We have had good result from the speed checks.
- Have been on foot in the village conducting leaflet drops for "My Community Voice".
- Have been present at Aylesham Primary School speaking to parents about parking and issuing fines.
- We will be holding a drop-in centre on the 2nd Friday of the month at Aylesham Community Trust.

### Appendix D

#### **Dover District Council Project Officer Updates**

*File Notes: Update Meeting Held on Tuesday 20<sup>th</sup> May 2025*

#### In attendance:

**Dover District Council:** V. Scott (Project Manager),

**Aylesham Parish Council:** K. Robinson (Chief Executive Officer) N. Purcell (Deputy Officer).

### Cripps Close

- *V. Scott been in touch with a resident who expressed concerns regarding the works, and their parameter to their boundary fence- There appears to be no issue with encroachment here.*
- *Kent Police have requested CCTV footage regarding recent vandalism.*
- *If there are further issues, residents/the Parish Council are encouraged to report this to Kent Police.*
- *There have been delays and issues with the installation company (IDVerdy UK) and Dover District Council are investigating this. The matter has been escalated to the Technical Coordinator for IDVerdy UK to review and address snagging issues.*
- *Landscaping is currently underway- K. Robinson queried of there is to be lighting installed along the pathway, as per the planning permission. V. Scott will update following a meeting with developers.*
- *The metal gate at the rear of 27 Attlee Avenue: There are still negotiations/discussions in place about its removal. Dover District Council are now considering replacing it with a new gate, rather than remove completely. K. Robinson expressed her concerns about the effectiveness this option and highlighted that this is unlikely to help resolve any of the ASB on the site.*
- *K. Robinson requested that when the works commence on the car park can Dover District Council inform Aylesham Parish Council prior to the commencement of the works.*
- *V. Scott will investigate the feasibility of having CCTV signage attached to the fence to try and deter ASB.*
- *V. Scott will make enquiries regarding maintenance of the strip of land to the rear of the leased area of land.*

### School Square

- *Bollards have been installed, and works should now be complete regarding 'making good' the area, ahead of it being inspected and handed over to Kent County Council.*

### Allotments

- *Works should be starting within the next fortnight.*

### Market Square Lighting Project

- *No Update. Awaiting legal matters to be resolved with Dover District Council before this can proceed.*

### Hill Crescent

- *Nothing to report.*

### Developer Timeline

- *The main development is on track to be complete, and properties sold this year.*

*Strip of Land at the Rear of Burgess Road/Kings Road*

- *This piece of land will come back to Dover District Council and V. Scott will coordinate what will happen with it in the future.*

***-End of meeting-***

***-End of Appendices-***