



AYLESHAM PARISH COUNCIL

Minutes of the Full Council meeting held on 8th October 2024 at Aylesham Community Trust SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Members: S. Bott (Chair); K. Sutcliffe (Vice Chair); D. Fleck; L. Prescott, D. Miller S. Vizor; G. Armstrong.

Officers in Attendance: Chief Executive Officer K. Robinson; Deputy Officer N. Purcell.
4 members of public were present.

2. Apologies for Absence

Cllr J. Flaig - personal reasons.
County Councillor S. Manion

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

Cllr S. Bott- Chair of Aylesham Community Trust.
Cllr K. Sutcliffe Aylesham Heritage Centre dispensation.

4. Public Participation Period

None.

5. External Reports (updates)

5.1 County Councillor

Circulated in advance of the meeting, please refer to Appendix A.

5.2 District Councillor

See Appendix B.

5.3 Kent Police

Circulated in advance of the meeting and is available on the parish council website.

6. To receive and consider written applications for the office of Parish Councillor and to Co-opt a candidate to fill the vacancy on Aylesham Parish Council.

K. Sutcliffe requested that the vote process be taken by means of a written ballot. Therefore, in line with Standing Order 8b: *"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."*

Three candidates applied to become Councillors; all 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. A Councillor asked all candidates questions based on the information provided in their application forms.

No closed session of the Council took place to discuss merits of each applicant.

Candidate Proposals

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 D. Fleck and seconded by D. Miller.

Candidate Three:

Resolved: To Co-Opt Candidate Three onto Aylesham Parish Council. Proposed by S. Vizer, no seconder- not carried.

Candidate Votes

Outcome:

Candidate One: 2 votes in favour.

Candidate Two: 5 votes in favour.

David Airey 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 all Candidates for their applications.

19:33 one member of public left the room

7. Minutes of Previous Meeting:

September 2024

Resolved: It was proposed by K. Sutcliffe and seconded by D. Fleck that the minutes from the meeting held on 10th September 2024 are a TRUE and ACCURATE record.

Outcome: 4 in favour, 4 abstained. Motion carried.

Extraordinary meeting September 2024

Resolved: It was proposed by S. Vizor and seconded by D. Fleck that the minutes from the extraordinary meeting held on 19th September 2024 are a TRUE and ACCURATE record.

Outcome: 4 in favour, 4 abstained. Motion carried.

8. Matters Arising (from the previous meeting not covered elsewhere on the agenda)

None.

9. Chief Executive Officer Report

9.1 St Finbarr's Church Removal of Trees

Ongoing investigations are taking place, Dover District Council will update when these investigations have concluded.

9.2 Kent County Playing Fields Association Annual Subscription

The annual subscription of £20 for 2024 is now due for payment.

Resolved: It was proposed by K. Sutcliffe and seconded by S. Vizor to pay the £20 annual subscription for Kent County Playing Fields Association for 2024.

Outcome: All in favour, motion carried.

10. S101 Delegated Authority

Outline: All About Asbestos Ltd completed the survey and testing for asbestos within Aylesham House. Asbestos was found in the following areas of the building:

- Downstairs kitchen; near to the rear fire door. What was previously removed was the "lino flooring" that had been found to have Bitumen in the glue.
- Upstairs kitchen: within a pad under the sink (the sink requires removal).
- Parish Council office – within all tiles under the carpet.

The quote to remove has been received from All About Asbestos Ltd for the following:

- Removal £1,600
- Air Test (after the works have been completed) £350

Both prices do not include VAT.

Councillor responses: 5 out of 8 Councillors responded all in favour of the expenditure.

Outcome: The quotation from All About Asbestos Ltd to remove the asbestos and air test was approved.

Noted by Council at this meeting.

11. Personnel Matters

None.

Finance

11.1 October 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Chief Executive Officer	September Expenses HP Printing Ink, Mileage Claim - Asbestos Testing (two return trips non-working day)	September 2024 Expenses Form	£36.99	N/A	£36.99
Assistant Officer	Park Inspections Cover Mileage & Site Visit	September 2024 Expenses Form	£9.72	N/A	£9.72
Dover District Council	White Cliffs Countryside Partnership Contribution (Management of Spinney Wood)	1017286	£8,000	£1,600	£9,600
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5					
Royal British Legion Industries Ltd	Tommy Statue Bespoke Order/Pair x1 Remembrance 'Lest we Forget' Large Flag	D8003	£308.79	£77.20	£385.99
Neil Scrivener Stonemason	War Memorial Clean (Remembrance Day)	19/09/2024	£120.00	£24.00	£144.00
Terry Brown Purefect Cleaning	Snowdown Recreational Field Play Equipment Jet Washing	September 2024	£130.00	N/A	£130.00
All About Asbestos Ltd	Asbestos Survey and Asbestos Testing Aylesham House	1630	£873.50	£174.70	£1,048.20
Aylesham & District Community Workshop Trust (ACT)	September 2024 Main Hall Hire	5955	£310.00	£62.00	£372.00
Imagin Products Ltd	ID Badges	SP_24563	£79.40	£15.88	£95.28
Aylesham & District Community Workshop Trust (ACT)	September Extraordinary Meeting Community HQ Room Hire	5957	£40.00	£8.00	£48.00
East Kent Media Group	Printing of 3,000 4 page A4 colour booklets with double sided A4 insert & distribution of 3,000 booklets to the Parish of Aylesham	1519	£770.00	£54.00 (no vat chargeable on printing costs)	£824.00

S. Bott did not partake in the vote due to her associated interests.

Resolved: It was proposed by K. Sutcliffe and seconded by D. Miller to approve the October 2024 payment schedule.

Outcome: 8 in favour, motion carried.

11.2 Annual Governance and Accountability Return 2023/2024 – Conclusion of Audit

Forvis Mazars LLP have concluded the Annual Governance and Accountability Return (AGAR) for 2023/2024, and Aylesham Parish Council have completed another successful audit:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

“Other matters not affecting our opinion which we draw to the attention of the authority: Not applicable.”

The Chief Executive Officer/Responsible Finance Officer to Aylesham Parish Council solely oversees both the Internal Audit and the AGAR (External Audit) and was commended by Forvis Mazars LLP within the Conclusion of Audit correspondence with the following:

“Thank you very much for your work of such a high standard!”

2024/2025 AGAR

Within the Conclusion Letter to the Chief Executive Officer the following which was not part of the 2023/2024 but instead advisory for this current year 2024/2025:

“Email management

There have been amendments to the requirements of the Practitioner’s Guide in relation to email management and the use of ‘.gov.uk’ domains. The March 2024 version of the Practitioner’s Guide, points 5.210 and 5.211, state that:

- All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name.
- To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

While the Practitioner's Guide 2024 does not mandate the use of '.gov.uk' email addresses, we would expect the Council and its councillors to have a generic email address to use for official Council correspondence. If the Council and councillors are not using generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/2025 AGAR."

Conclusion

Hugo Fox, who are the providers of the Council's website are now Nominet .gov.uk certified, allowing them to provide .gov.uk domains and emails for Town and Parish Councils. The domains will be completely free through HugoFox, and they will look after everything from purchase, setup and maintenance at no extra cost to Aylesham Parish Council.

HugoFox are also now officially on the CDDO shortlist of .gov.uk-approved registrars for Town and Parish Councils. This means that the Parish Council are eligible, through HugoFox, to receive a £100 grant from the Central Digital and Data Office (CDDO) to help pay for the first year of HugoFox gov.uk emails.

HugoFox will be providing .gov.uk emails with their domains for a small extra monthly fee. They have worked very hard to ensure that their email services are as affordable and price-competitive as possible, email addresses if chosen to proceed with will be available immediately after your .gov.uk domain is setup.

Outcome: Council "noted" and accepted the Audited Annual Governance Review for 2023/2024.

In order to avoid "a qualification" or "other matter" on the 2024/2025 AGAR council were advised to:

- Change the domain of Aylesham Parish Council's website from ayleshampc.co.uk to include "gov.uk" such as: Aylesham.gov.uk.
Council could consider ayleshampc.gov.uk however if they become a Town Council one day, this would then have to change again and at a cost.

Resolved: It was proposed by D. Fleck and seconded by D. Airey to keep the domain as ayleshampc.co.uk

Outcome: All in favour, motion carried.

- For quotations to be sought to change all Councillors, Officers and Staff email addresses to "gov.uk" in line with the chosen domain.

Resolved: It was proposed by K. Sutcliffe and seconded by G. Armstrong for quotations to be sought to change all Councillors, Officers and Staff email addresses to “gov.uk” in line with the chosen domain.

Outcome: All in favour, motion carried.

Council commended K. Robinson on her work for the AGAR.

12. Committees

Planning, Environment & Transport

12.1 Biodiversity Policy

The Draft Policy along with supporting report (available in the agenda pack) were sent to the Planning, Environment and Transport Committee to consider at their September meeting. The Committee Resolved to recommend to Full Council to adopt the Biodiversity Policy and to review the Policy every two years.

Resolved: It was proposed by D. Fleck and seconded by D. Airey for Aylesham Parish Council to adopt the Biodiversity Policy and to review every two years.

Outcome: All in Favour, motion carried.

12.2 Aylesham Parish Council ‘Aylesham South’ Public Engagement

As per the agenda pack, the first public engagement event has been scheduled as a drop-in session on Tuesday, 22nd October 2024 from 5:00 to 7:00 pm.

Councillors were urged to actively participate and engage positively with the community, demonstrating the Council’s commitment to incorporating public feedback into planning and decision-making.

12.3 Highways Improvement Plan 2024

The Highways Improvement Plan (HIP) was circulated to all Councillors for their review and to submit any suggestions for amendments to Officers ahead of the September Planning, Environment & Transport Committee meeting. Out of eight councillors, two provided comments.

The HIP was then discussed at the September committee meeting, where two resolutions were made:

- To consider adopting a parish-wide 20mph scheme, following suggestions from Kent County Council (KCC) that this could reduce overall costs.
- For the Deputy Officer to draft the HIP revision using the criteria of listing the most achievable projects at the top and the least achievable at the bottom.

The Highways Improvement Plan (as shown in the agenda pack) was circulated to councillors ahead of the meeting.

Resolved: It was proposed by S. Vizor and seconded by D. Fleck for the Highways Improvement Plan to be approved submitted to Kent County Council with the following amendment:

Item 7 to include:

- the cutting of the hedgerow between Dorman Avenue North and Derwent Way, to improve visibility
- to explore the option of the flashing lights for school crossing, in the absence of a zebra crossing.

Outcome: All in favour, motion carried.

2x Members of the Public left the meeting 20:06

Recreational & Facilities Committee

12.4 Snowdown Recreational Field Gym Equipment

Aylesham Parish Council has secured funding from the National Lottery to install new outdoor gym equipment, at Snowdown Recreation Field. This project is part of the Parish Council's ongoing efforts to enhance the recreational facilities and make the area more engaging and accessible for residents of all ages.

The total funding of £18,868.00 has been awarded by the National Lottery and was deposited into the bank account on 27th September. The payment to Fresh Air Fitness, who are supplying and installing the equipment will be made in two instalments: an initial 50% deposit, followed by a 50% balance upon completion. With the funding now fully received, these payments will be covered directly from this grant and will not impact the Council's budget for 2024/2025.

Outcome: Noted by Council.

13. Representative Updates

None.

14. Aylesham Development Matters

14.1 Dover District Council Project Officer Update

V. Scott updated on the following:

- Milner Park (Attlee Avenue Play Park) residential iron gate: Dover District Council Housing Officer has said that Tenants are responsible for a boundary fence. The Tenant at this property cannot afford to replace the gate with a fence. K. Robinson highlighted that this matter has been going for quite some time. The new play park once open will be greatly used and the gate is a health and safety concern, especially as it will be adjacent to the new play equipment. The lease between Aylesham Parish Council and Dover District Council for the play park area will be checked regarding

the gate/boundaries. Aylesham Parish Council Officers to email photos of the gate and previous fly tipping incidents to DDC Housing Officer for Aylesham.

- Hill Crescent - Heras fencing has damaged the footway near to the open space/zip wire area, the damage that has been caused will be repaired. This was reported by District Councillor Pout to V. Scott.
- Developers are not aware of works to do with broadband connections within the Market Square by Openreach, however BDW Homes are making enquiries with their Openreach contact.
- Work to reduce the spoil heap between Burgess Road and Kings Road has not started yet, this is being chased.
- Temporary road closure is planned for the end of November. Dates/information on this closure will be shared by Dover District Council once confirmed by developers.
- Derwent Way-Cherry Blossom Way Public Right of Way EE248 lighting has now been approved (Aylesham Parish Council already aware).

14.2 New And Existing Issues

Resolved: It was proposed by D. Airey and seconded by K. Sutcliffe to report the significant amount of litter in the footpath between Attlee Avenue and Cripps Close (Milner Park)

Outcome: All in favour, motion carried.

Resolved: It was proposed by K. Sutcliffe and seconded by S. Vizer to enquire about the progress of the spoil heap size reduction, especially after it was noted the heap had a digger sat on top of it.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Fleck and seconded by S. Vizer to raise concerns regarding the solar panels on several properties on the development.

Outcome: All in favour, motion carried.

14.3 Market Square Lighting Project

Update: Work by UK Power Networks to connect the feeder pillar is to commence week beginning 7th October (subject to any weather conditions).

15. Spinney Wood

Broken glass and nitrous oxide canisters update: Following the September meeting where reports of continuous broken glass being found within the woods, and nitrous oxide canisters, a discussion regarding these concerns was held with R. Haynes of White Cliffs Countryside Partnership. R. Haynes informed the Chief Executive Officer that WCCP report these incidents each time to Kent Police. R. Haynes to look into this further and discuss with the Community Safety Unit within Dover District Council.

Members of public are urged to report any findings of broken glass/nitrous oxide canisters to Kent Police.

A six-month update report (April – September) from the White Cliffs Countryside Partnership is due to be sent to Council shortly.

Resolved: It was proposed by D. Fleck and seconded by S. Vizer that anti social behaviour matters be posted on the Parish Council website and social media.

Outcome: All in favour, motion carried.

16. Allotments

The lease is still being checked internally within Dover District Council. Developers are still working to the September 2024 – January 2025 timeline to procure the works.

17. Car Park Dorman Avenue North (Parish Council Freehold)

This item is deferred until the November meeting.

L. Prescott temporarily left the meeting 20:30

18. Aylesham House:

18.1 Building repairs

The next stages of the works to Aylesham House are critical and therefore Council discussed the report which is available on the website as part of the agenda pack.

Resolved: It was proposed by D. Fleck and seconded by S. Vizer to approve the following:

- Vire use of the VAT 126 Reclaims for 2022-2023 and 2023-2024 totalling: £22,319.32 towards the budget for these stages of Aylesham House building repairs.
- Drainage repairs as per page 3 of the agenda pack report by Drain Doctors in the sum of £4,945 plus VAT.
- Proceed with the replacement central heating system quotation from J. Harley Plumbing and Heating Services so that Aylesham House will be adequately heated, which will overall save on gas utilities. A combi boiler will also alleviate risks for Legionella. In the sum of £5,500.00 plus VAT
- Proceed with internal repairs to the areas required as per page 2 of the agenda pack report, by CC Kent Ltd who has so far carried out the work externally and internally within Aylesham House. In the sum of £22,690.00 +Vat.

Outcome: 8 votes in favour, motion carried.

L. Prescott returned to the meeting: 20:35

18.2 Title Deeds Covenants - Confidential to be held under the Public Bodies (admission to meetings) Act 1960

Awaiting legal advice - item deferred.

18.3 Aylesham Heritage Centre Confidential to be held under the Public Bodies (admission to meetings) Act 1960

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 legal matters, it was proposed by D. Fleck and seconded by S. Vizor to move to a closed session.

Outcome: All in favour, motion carried.

Meeting entered closed session 20:42

Resolved: It was proposed by D. Fleck and seconded by D. Airey to instruct Aylesham Parish Council's solicitor to draft a licence for Aylesham Heritage Centre's use of Aylesham house.

Outcome: All in favour, motion carried.

Closed session ended 20:48

19. Date of Next Meeting

Tuesday 12th November 2024.

Meeting Closed 20:49

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

Signed.....(Chair)

Date.....

Aylesham Parish Council meeting November 2024

October 2024 Full Council Appendices

Appendix A

Kent County Councillor S. Manion

- Kent residents qualifying for free flu and COVID-19 vaccinations this Autumn are urged to take up the offer when they get their invite from the NHS in the coming weeks.
- Eligible groups are most at risk of developing severe illness from these respiratory illnesses.
- Kent County Council are looking to strengthen joint working on waste crime through the Kent resilience forum this will speed up response times to incidents such as the case at Hoads Wood near Bethersden which was reported in the news
- Last week I saw a water company van stopped near leak at Snowdown. Dare I hope that there is progress finally.

Appendix B

Dover District Councillor J. Pout

- The Dover District Local Plan to 2040 has been approved by Cabinet, and hopefully will be adopted on 16th October.
- There have been some minor changes for Aylesham.
- Been working closely with Aylesham Welfare Leisure Centre regarding the s106 money allocated for its development. This should be in with planning in December
- I called in Phase 3 Parcel 1 (Planning application 23/009510) on Ratling Road for several queries. It has passed with some conditions to address these concerns.
- Derwent Way – Cherry Blossom Way Public Right of Way lighting project- I will chase this as there has been no further progress since planning permission was approved.