



AYLESHAM PARISH COUNCIL

Minutes of the **Full Council** meeting held on **11th February 2025**
at Aylesham Community Trust.

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

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

Officers in Attendance: Chief Executive Officer/Responsible Finance Officer K. Robinson (in attendance virtually) Deputy Officer N. Purcell

District Councillor J. Pout was also present.

No Members of the public were present.

2. Apologies for Absence

Cllr D. Miller – Work Commitments.

County Councillor S. Manion.

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

Cllr S. Bott- Chair of Aylesham Community Trust.

Cllr J. Flaig- Trustee of Aylesham Community Trust.

Cllr K. Sutcliffe has been granted a dispensation regarding Aylesham Heritage Centre.

19:02- 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

None received.

5.2 District Councillor

See Appendix A.

19:13 District Councillor Pout left the meeting.

5.3 Kent Police

Report received and circulated in advance of the meeting and is available on the Parish Council website.

5.4 Dover District Council Community Development Officer

Report received and circulated in advance of the meeting and is available on the Parish Council website.

19: 16 Parish Council Meeting Resumed.

6. Minutes of previous meeting: January 2025

Resolved: It was proposed by D. Fleck and seconded by D. Airey that the minutes of the meeting held on 14th January 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)

January agenda item 8.5: Deputy Officer has investigated an auto deletion system for emails. This will be implemented when we set up the councillor tablets.

8. Chief Executive Officer Report

8.1 Email received from resident raising further concerns about litter in the car park of a Southern Housing flat block on Dorman Avenue North and requesting an update on Southern Housing engaging and addressing anti-social behaviour concerns within the same block of flats.

Action taken: Deputy Officer queried with the Housing Officer whether weekly litter picks are still taking place and for an update on anti-social behaviour concerns.

Update: Southern Housing responded with the following:

"I can confirm our estate staff are still visiting site however I have photographic evidence from one of our residents highlighting the mess left by the refuse lorry following their last visit which I am passing to the local authority including rubbish in the car park. I am still working with social services and other agencies in regard to the anti-social behaviour but would again ask that residents contact us directly with dates and times of incidents."

The resident was provided with Southern Housing contact details in order to report any incidents including dates, times etc directly to their Service Centre:

servicecentre@southernhousing.org.uk

Outcome: Noted by council.

8.2 Email received regarding recycling waste being left after collection on Coniston Drive. The resident raised concerns that this was not the first time that waste had been scattered along their road after collection.

Update: Concerns were raised to Dover District Council. The following response was then received:

"I have had a separate complaint about this also. I have chased up the Environmental Manager at our waste contractor and he is going out with the crews to monitor their next collection. He has also advised me that it has been raised in their team briefings and will monitor this going forward."

Outcome: Noted by council.

8.3 BT have contacted Dover District Council as follows:

"We've identified 6 public payphones in your area that are no longer needed. We've assessed these using the criteria in Ofcom's [Review of the telephony universal service obligation](#). I've attached the [list of payphones](#) that we're planning to remove.

The kiosks highlighted red are Listed so we propose to remove telephony and lock the kiosk. To make sure that the local community are fully informed, we've placed [notices](#) (including the posting date) on these payphones.

Communities can 'adopt' phone boxes to turn into something completely different. With payphone usage falling, communities are looking at new ways of using them. Thousands of boxes have been reinvented as cafes, mini-libraries, and defibrillator sites. Communities can adopt most red boxes for just £1.

They can also adopt modern glass boxes if they want to house a defibrillator.

Visit bt.com/adopt for more information

You can make representations in the next 90 days until 09 March 2025

We'll take account of representations you make about our plans when we're making our final decision. We'll also write to with you the reasons for our decision (we'll also publish the reasons on www.bt.com/payphones/service).

If you've got any questions or want to make representations, please email us at bt.authorisation.team@bt.com.

Please contact planningpolicy@dover.gov.uk if you would like to raise an objection prior to 9 March 2025."

Key Findings:

1. Location Identified for Removal:

- The annex lists a kiosk in Cornwallis Avenue, Aylesham among others in the district scheduled for decommissioning.

2. Mobile Coverage Analysis:

- The kiosk location has been assessed for mobile network coverage (EE, Three, O2, Vodafone).
- Reports indicate that Aylesham has adequate mobile service, with coverage levels rated between 3 and 4 bars.

3. Usage Statistics:

- Call data over the past 12 months indicate a low volume of use, with fewer than 52 calls recorded.

- Helpline calls (e.g., emergency or social service-related calls) are minimal, with only 0-1 calls reported.

4. Public Safety Considerations:

- The Helplines Partnership has not flagged the kiosk as essential for crisis support.

Resolved: It was proposed by G. Armstrong and seconded by D. Fleck to support the decommission of the phone box in Cornwallis Avenue.

Outcome: All in favour, motion carried.

9. Section 101 Delegated Authority

None.

10. Personnel Matters

None.

11. Finance

11.1 February 2025 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Deputy Officer	December & January Expenses HP Instant Ink January Mile – Height Barrier	Expenses Form	£23.17	N/A	£23.17
Chief Executive Officer	December & January Expenses HP Instant Ink December & January Land Registry Searches	Expenses Form	£72.98	N/A	£72.98
Caretaker/ Cleaner	January Expenses – Mileage for Park Inspections January	Expenses Form	£7.74	N/A	£7.74
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5					
Safeplay Playground Services Ltd	Repairs to Skate Park & Snowdown Recreational Field as per independent safety inspection October 2024	28929	£1,132.44	£226.49	£1,358.93
Safeplay Playground Services Ltd	January 2025 Independent Safety Inspections	28925	£50.00	£10.00	£60.00
One Call Electrical Services Ltd	Payment for works completed to date quotation 1662 dated 30/10/24	12288	£2,350	£470.00	£2,820.00

Alison Eardley	Planning Consultant proposal dated 9/7/24: Review of documents to date/identifying strategy for engaging on emerging proposals 1 day, plus travel. Community Engagement survey preparation/community event plus travel.	AEC 0357	£1,140.00	£228.00	£1,368.00
CC Kent Ltd	Interim payment for internal works completed within Aylesham House	2310	£10,000	£2,000	£12,000
SLCC	Annual Membership Renewal CEO/RFO	MEM252403-1	£360.00	N/A	£360.00
SLCC	Annual Membership & Joining Fee (to undertake ILCA course) Assistant Officer	MEM252975-1	£202.00	N/A	£202.00
SLCC	FILCA Course Fee CEO/RFO	QL206438-1	£120.00	£24.00	£144.00
SLCC	ILCA Course Fee Assistant Officer	QL206598-1	£120.00	£24.00	£144.00
HMRC	PAYE & NI	2510	£2,053.44	N/A	£2,053.44
Air Ambulance Kent & Sussex	Annual Donation 24/25 (approved by Finance Committee)	N/A	£1,000	N/A	£1,000
Dover, Deal Citizens Advice	Annual Donation 24/25 (approved by Finance Committee)	N/A	£1,000	N/A	£1,000

Resolved: It was proposed by J. Flaig and seconded by S. Vizer to approve the February 2025 payment schedule.

Outcome: All in favour, motion carried.

11.2 Q3 October – December 2024 Lloyds Bank Treasurers Account – Bank Reconciliations

The Finance, Audit & Personnel Committee at their January meeting reviewed and approved the accounts reconciliations for this account for Q3 October –December 2024. As per the Financial Regulations Full Council are required to consider approving the Q3 October – December 2024 Bank Reconciliation Statements and Bank Reconciliations for the Lloyds Bank Treasurers Account.

Resolved: It was proposed by J. Flaig and seconded by S. Vizer that Full Council approve the Q3 October –December 2024 Bank Reconciliation Statements and Bank Reconciliations for the Lloyds Bank Treasurers Account.

Outcome: All in favour, motion carried.

11.3 Q3 October – December 2024 Lloyds Bank Business Savings Account – Bank Reconciliations

The Finance, Audit & Personnel Committee at their January meeting reviewed and approved the accounts reconciliations for this account for Q3 October –December 2024. As per the Financial Regulations Full Council are required to consider approving the Q3 October – December 2024 Bank Reconciliation Statements and Bank Reconciliations for the Lloyds Bank Business Savings Account.

Resolved: It was proposed by J. Flaig and seconded by S. Vizer that Full Council approve the Q3 October –December 2024 Bank Reconciliation Statements and Bank Reconciliations for the Lloyds Bank Business Savings Account.

Outcome: All in favour, motion carried.

12. Committees

Finance, Audit & Personnel

12.1 Recommendation to Adopt Lone Working Policy

At the January Finance, Audit & Personnel Committee meeting, it was Resolved by the Committee to:

“Recommend to Full Council for Aylesham Parish Council to adopt the Lone Working Policy.”

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe to defer this item to the March meeting.

Outcome: All in favour, motion carried.

12.2 Recommendation to Adopt Councillor Tablet Policy

At the January Finance, Audit & Personnel Committee meeting, it was Resolved by the Committee to:

“Recommend to Full Council for Aylesham Parish Council to adopt the Councillor Tablet Policy.”

Resolved: It was proposed by S. Vizor and seconded by J. Flaig to adopt the Councillor Tablet Policy.

Outcome: All in favour, motion carried.

12.3 Recommendation to Adopt Updated Model Financial Regulations

The National Association of Local Councils published the updated Model Financial Regulations template in May 2024. It is imperative that Aylesham Parish Council look to update their Model Financial Regulations as soon as possible.

The committee reviewed the Model Financial Regulations with one amendment in yellow below (this section was optional) relating to:

“Payment Cards

Personal credit or debit cards of members or staff shall not be used except for expenses of up to {£50} including VAT, incurred in accordance with Council Policy” the Committee Resolved to:

“Recommend to Full Council for Aylesham Parish Council to adopt the updated Model Financial Regulations.”

Resolved: It was proposed by K. Sutcliffe and seconded by D. Fleck to adopt the updated Model financial regulations.

Outcome: All in favour, motion carried.

Planning, Environment & Transport

12.4 Recommendation regarding Former Youth Club Site, Ackholt Road, Aylesham

Kent County Council has given notice of their intention to make a disposal of open space land at the former Youth and Leisure Centre site, Ackholt Road, Aylesham.

At their January meeting the Planning, Environment & Transport Committee made the following resolution:

“To recommend to Full Council to object to the disposal of the Former Youth and Leisure Centre site for any other purpose than recreation.”

However, since the committee meeting an email has been forwarded by Kent County Councillor Manion detailing that the site was previously listed as an Asset of Community Value, with the status lapsing in 2018.

Under the **Localism Act 2011**, a **Community Asset** is a building or land that furthers the social well-being or interests of the local community. If designated as an Asset of Community Value, the Parish Council would be offered the opportunity to bid on the land.

Resolved: In light of this new information, it was proposed by J. Flaig and seconded by D. Airey to submit an objection to the disposal of the Former Youth and Leisure Centre site for any other purpose than community use.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Airey and seconded by G. Armstrong for officers to apply for the site to become an 'Asset of Community Value'.

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

12.5 Parish Priorities Update

As per the agenda pack report, which is available on the parish council's website, officers recommended that Council consider submitting the Parish Priorities Statement as a draft or 'emerging' Statement for comment from Dover District Council and Axis Land Partnerships Ltd. Additionally, to consider requesting a further meeting with Axis Land Partnerships Ltd virtually, to discuss the document, to align with the submission of the Outline Application for 'Aylesham South'.

Resolved: It was proposed by D. Airey and seconded by D. Fleck to submit the current Parish Priorities Statement as an 'emerging' document to Dover District Council and Axis Land Partnerships Ltd.

Outcome: All in favour, motion carried.

Resolved: It was proposed by J. Flaig and seconded by D. Airey to request a meeting online with Axis land Partnerships Ltd to discuss the document.

Outcome: All in favour, motion carried.

13.Aylesham Development Matters (Existing development phases)

13.1 Dover District Council Project Officer Updates

File Notes: Update Meeting Held on Tuesday 28th January 2025

In attendance:

Dover District Council: J. Pout (District Councillor), V. Scott (Project Manager),

Aylesham Parish Council: K. Robinson (Chief Executive Officer) N. Purcell (Deputy Officer), D. Jenkins (Assistant Officer).

School Square Compound

- Awaiting update as to when compound will be removed.
- J. Pout has reported the compound to Health and Safety Executive.
- V. Scott has escalated the concerns with BDW and is awaiting an update.

Allotments

- Awaiting timeframe for commencement of works.
- Aylesham Parish Council are still awaiting the lease.

Milner Close/ Cripps Close Play Park-

- Concerns over the access gate still in situ at a Dover District Council property have been escalated to the housing team by V. Scott.
- K. Robinson raised concerns that whilst there is a gate and fencing on the Cripps Close access to the park, there is no gate across the access point ('Jitty') from Attlee Avenue to prevent dogs accessing the area. No gate appears to be part of the planning condition; V. Scott to look into this.
- Heras has sections removed/knocked over, with the play equipment appearing to have been used. This has previously been reported to V. Scott, she will flag this again with the developers.
- Concerns raised that there has not appeared to be much movement on site for quite some time. V. Scott will enquire regarding timeframe for the works to be completed, including landscaping.

Hill Crescent

- Zip wire has been installed but works appear to not have been completed.
- J. Pout noted that there is damage to the footpath due to Heras fencing. V. Scott will raise the matter with developers.

Public Right of Way Derwent Way – Cherry Blossom Way Lighting

- The new lighting scheme has now been installed.

Market Square Lighting

- Aylesham Parish Council are waiting for the licence to alter the lease from Dover District Council before any works can start.

Dover District Council Play Park next to the Health Centre

- After a part closure was put in place due to nearby development, the play park is now fully open.
- Damaged pavement blocks around equipment have been removed, Dover District Council will look into their replacement.

Spinney Lane (grassed area by houses)

- K. Robinson asked if there was any update on when the work for this area is likely to start (widening of road (by houses), lay-by parking, landscaping. V. Scott advised that

there is currently no set date for the , but that this is likely to be addressed by developers toward the end of development.

Access Gates from BDW Homes Site onto Burgess Road

- Following previous concerns over a possible access road from the new BDW Homes development into Burgess Road, BDW Homes have decided not to proceed with this.

Site visit

- V. Scott advised that if Councillors are still keen for a site visit, their efforts would be best suited to conduct their own walkabouts on the parts of the development areas that are open (Colliers Way, rear of Cornwallis Avenue), as this would assist in raising any issues of snagging.

Frequency of future meetings

- With the development gearing up to conclude, future meetings will now take place every 2-3 months.

Resolved: It was proposed by G. Armstrong and seconded by D. Fleck for Officers to request that the meeting frequency remain monthly for the time being.

Outcome: All in favour, motion carried.

13.2 To raise or discuss any new or existing development issues

No items raised.

13.3 Market Square Lighting Project

Awaiting the Licence from Dover District Council before UK Power Networks can be instructed to do the works for the feeder pillar.

Outcome: Noted by council.

14. Spinney Wood

No further updates.

15. Allotments (any updates)

As per the update received within the File Notes in agenda item 13.1.

16. Aylesham House

16.1 Building Repairs

- Two walls remain to be plastered, decorating is beginning within other areas, this aspect of the work is looking likely to be completed in 2-3 weeks.
- Secondary electrical work has begun and is looking to be completed shortly, once this has been a date for the fire alarm to be installed will be booked. Electrical work will then be able to be completed such as emergency lighting which is crucial to be able to re-open.

- Quotes for flooring are being obtained, and these hopefully will be received in time to be presented to Council at this meeting.
- Once the fire alarm is installed, decorating completed Aylesham House will require cleaning due to the significant amount of dust, even after the builders clean.
- Following this, the flooring, will then be able to be laid.
- A new risk assessment of the building is required in order for Aylesham House to re-open.

Flooring:

Two companies were met with to obtain quotes for replacement flooring in the following areas of Aylesham House:

- Entrance hall
- Downstairs computer room
- Stairs; Upstairs Landing
- Upstairs meeting room
- Upstairs Office
- Upstairs toilet
- Upstairs Kitchen

At the time of the meeting, one company has returned a quote for consideration to date:

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
22	Creative Spark Carpet Tiles	89.95	20%	1,978.90
108.4 Services	Floor Levelling (flooring grade ply) and staple removal	18.00	20%	1,951.20
100.6	Carpet Tile Fitting	8.50	20%	855.10
7.8	Tungsten Commercial Vinyl	13.99	20%	109.12
1	Vinyl minimum fit	60.00	20%	60.00
6	Metal doorbar	7.00	20%	42.00
9 Services	Uplift and disposal carpet (stairs)	4.50	20%	40.50
19	Safety stair nose	16.00	20%	304.00
1	Door matting (ribbed)	35.00	20%	35.00
Net Total				5,375.82
VAT				1,075.16
GBP Total				£6,450.98







Resolved: It was proposed by S. Vizer and seconded by G. Armstrong to proceed with quote for replacement flooring from SD Webb Floors Ltd in the sum of **£5,375.82 plus VAT**.

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

16.2 Council Office Furniture

Furniture is required for staff, which includes a cupboard to be used for storage and the printer to be stationed on top of, office desks, and office chairs. Having searched for different quotations, Officers concluded to choose a company that delivers, constructs the items, and removes/takes away all packaging. Officers noted to council that filing cabinets are also required, however these will be requested to be considered by Council once Officers are back in the office when it is established what is required.

The following quotation was presented:

	Unified Desk High Mobile Office Cupboards Handle Colour: Black Wood Colour: White Estimated delivery: 25-35 working days Product Code: 16811575	- 1 +	£343.95	£343.95 (Ex VAT)	
	Interface Ergonomic Radial Office Desks with Desk End Drawers Type: Left Hand Dimensions: W x D x H (mm): 1800W x 800/1604D x 730H Leg Colour: Silver Desktop Colour: White Delivery: Deliver and Install Estimated delivery: 5-10 working days Product Code: 15791612DI	- 4 +	£451.95	£1,807.80 (Ex VAT)	
	Ergo Mesh 24 Hour Office Chair Colour: Black Delivery: Deliver and Install Estimated delivery: 5-10 working days Product Code: 15785634DI	- 4 +	£165.95 £189.95	£663.80 (Ex VAT)	
				SubTotal (ex VAT)	£2,815.55
				Delivery	FREE
				VAT	£563.11
				Total (inc VAT)	£3,378.66

Resolved: It was proposed by J. Flaig and seconded by S. Vizor to proceed with the quotation for office furniture from 'Office Boffins' in the sum of **£2,815.55 plus VAT.**

Outcome: All in favour, motion carried.

17. Kent Devolution Priority Programme

Since the agenda pack was published, we have been notified that Kent and Medway have not been selected by the government to be part of its Devolution Priority Programme. Further updates will be shared in due course.

18. To approve Calendar of Meetings for Council Year 2025/2026

Councillors discussed to change the meeting break from December to August.

Resolved: it was proposed by J. Flaig and seconded by K. Sutcliffe to accept the drafted calendar of meetings for 2025/2026 as presented.

Outcome: All in favour, motion carried.

19.Meeting Room Hire for Council Year 2025/2026

Aylesham Parish Council's current agreement with Aylesham Community Trust for hire of their Main Hall is due to end on 31st March 2025. Aylesham Community Trust have confirmed the following, if Council wishes to continue to have their meetings within the Main Hall for 2025/2026:

"We are happy to continue under the same terms as this year: -

- *Cost will remain at £20 + VAT per hour (subject to annual review in April)*
- *Invoice monthly*
- *On occasions it may be necessary to offer a different room should the need arise if a large booking or event is happening.*

S. Bott and J. Flaig refrained from voting due to their associated interests with Aylesham Community Trust.

Resolved: It was proposed by D. Airey and seconded by S. Vizer to continue holding meetings in the Main Hall at Aylesham Community Trust as per the terms above.

Outcome: 4 votes in favour, 2 against, 2 abstain. Motion Carried.

20.Next Meeting Date:

The Chair moved this agenda item to the bottom of the agenda.

21.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 21.1, 21.2; 21.3 21.4; 21.5; 21.6 and 21.7 it was proposed by D. Fleck and seconded by D. Airey to move to a closed session.

Outcome: All in favour, motion carried.

20:37 Meeting entered into a closed session

D. Fleck momentarily left the meeting room 20:39, and returned 20:42

21.1 Aylesham Heritage Centre Draft Licence for use of Aylesham House

Resolved: It was proposed by J. Flaig and seconded by S. Vizer to approve the Licence for Aylesham Heritage to Occupy Aylesham House as presented.

Outcome: All in favour, motion carried.

21.2 Aylesham House Title Deeds Covenants (any updates)

No updates.

21.3 Car Park, Dorman Avenue North (Parish Council Freehold, Land to rear of Freehold)

Outcome: Council noted the confidential report.

21.4 Awarding of Grounds Maintenance Contract 2025-2027

Councillors discussed the two tenders that has been received in detail. 'Contractor A' and 'Contractor B'.

Resolved: It was proposed by J. Flaig, seconded by K. Sutcliffe to award the Grounds Maintenance Contract to 'Candidate A'.

Outcome: All in favour, motion carried.

'Candidate A': Envisage Groundcare Ltd, was awarded the Grounds Maintenance Contract 2025-2027 at a cost of £9,500 plus VAT for each year 2025, 2026, 2027.

21.5 Spinney Wood

Resolved: It was proposed by D. Fleck and seconded by S. Vizer to proceed with the quotation for an independent tree survey with Invicta Arboriculture Tree and Woodland Consultancy, sourced by White Cliffs Countryside Partnership at a cost of **£995.00 plus VAT**.

Outcome: All in favour, motion carried.

21.6 Aylesham South Open Spaces (Play Parks, Allotments, Community Orchards) Meeting with Dover District Council and Landowner Representatives held on 23rd January 2025

Resolved: It was proposed by D. Airey and seconded by K. Sutcliffe to defer this item to a future full council meeting, to allow officers to request more information and a meeting with Axis land Partnerships Ltd.

Outcome: All in favour, motion carried.

21.7 Resident Correspondence

Resolved: It was proposed by D. Fleck and seconded by D. Airey that the drafted response be sent with the amendments noted in the closed session.

Outcome: All in favour, motion carried.

Closed Session ended 21:14

20. Next Meeting Date: Tuesday 11th March 2025.

21:15 Meeting Closed

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

Signed.....(Chair)

Date.....

Aylesham Parish Council Meeting March 2025

February 2025 Full Council Meeting Appendices

Appendix A

Dover District Councillor J. Pout

- The Bus Focus Group was agreed at Cabinet. The Director of Stagecoach will be attending the first meeting.
- The tree that was knocked down by a Stagecoach bus on Dorman Avenue North a few years ago has now been replaced.
- Derwent Way to Cherry Blossom Way Public Right of Way new lighting is now complete.
- School Square has been cleared.
- Kent & Medway were not accepted onto the Devolution Priority Programme; therefore the Kent County Council elections will take place as planned in May. No updates for Parish Council and Town Council's yet, expect more news between now and November.

End of appendices.