



## AYLESHAM PARISH COUNCIL

### **Minutes of the Full Council Meeting held on 9<sup>th</sup> June 2026**

at Aylesham Community Trust

**SUBJECT TO CONFIRMATION**

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

Cllr Bott (Chair); Cllr Fleck (Vice Chair); Cllr Armstrong, Cllr Flaig; Cllr Sutcliffe, Cllr Charman, Cllr Patel.

**Officers in attendance:** Deputy Officer N. Purcell.

**Other Attendees:** County Councillor Porter.

**Members of Public:** Two.

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

District Councillor Pout.

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

Cllr Bott- Aylesham Community Trust full dispensation.

Cllr Flaig- Aylesham Community Trust dispensation on all matters except financial.

Cllr Sutcliffe- Aylesham Heritage Centre dispensation; Aylesham Community Trust dispensation.

*19:03 Standing orders suspended for up to 15 minutes to allow discussion with Members of the Public present at the meeting:*

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

None.

*19:04 Cllr Mamjan and one other member of the public entered the meeting.*

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

##### **5.1. District Councillors**

District Cllr Pout - Appendix A.

## **5.2. County Councillors**

County Councillor Porter- Appendix B.

*Cllr Porter left the meeting 19.18.*

## **5.3. Kent Police**

Council noted that PC Bowler's report has been circulated and is available on the website.

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

Cllrs noted the update that the Community Development Officer was now on leave and will hopefully attend a future meeting.

*Standing Orders resumed 19:24.*

**Resolved:** Proposed by Cllr Charman and seconded by Cllr Flaig for officers to investigate holding joint drop-in sessions with PC Bowler.

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

## **6. Confirmation of the Accuracy of the Minutes of the Last Full Council Meeting**

### **Annual Council Meeting – May 2026**

**Resolved:** Proposed by Cllr Charman and seconded by Cllr Patel that the minutes of the meeting held on 12<sup>th</sup> May 2026 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)**

Council noted that the Deputy Officer had emailed the Chair of Dover District Council's Planning Committee regarding Aylesham South. Any further updates will be reported to the Planning, Environment and Transport Committee.

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

### **8.1 Southern Water HGV Movements - Dorman Avenue North**

Council noted the update within the agenda pack regarding concerns raised with Southern Water about HGV/tanker movements, traffic management and routing arrangements associated with works at Dorman Avenue North.

**Resolved:** It was proposed by Cllr Charman, seconded by Cllr Fleck that officers make enquiries with Southern Water regarding the introduction of a pre-approved HGV route through the village, should similar works be required in the future. County and District Councillors are to be copied into the correspondence.

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

## 9. Correspondence

None.

## 10. Finance

### 10.1 June 2026 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
David J Buckett	Internal Audit 2025-2026	1709	£724.20	N/A	£724.20
Envisage Groundcare Ltd	May Grounds Maintenance & Market Square Fencing (gaps in hedge) R&F Committee	2337	£1,950.55	£390.11	£2,340.66
<b>Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii</b>					
R Miller	Aylesham House Cleaning	027 & 028	£110.00	N/A	£110.00
Envisage Groundcare Ltd	April 2026 Invoice April Grounds Maintenance and various fly tipping removals for R&F Committee	2303	£1,210.55	£242.11	£1,452.66
Aylesham Community Trust	April Meeting Room Hire	INV- 6845	£280.00	£56.00	£336.00
HMRC	PAYE & NI	2702	£2,919.95	N/A	£2,919.95

Aylesham4Aylesham	Grant 2026/2027	N/A	£995.95	N/A	£995.95
Starboard Systems Limited (Scribe Accounts)	Scribe Accounts Set Up Fee & Professional Services	INV-18632	£998.00	£199.60	£1,197.60
Greatbatch Ltd (T/a Letterbox Distribution)	Print and distribution APC Newsletter (second edition)	IN-017626	£1,634.95	£326.99	£1,961.94
R Miller	Aylesham House Cleaning	029	£55.00	N/A	£55.00
R Miller	Aylesham House Cleaning	030	£55.00	N/A	£55.00
Christopher Cooney	Windows and Sign Cleaning Aylesham House	341	£40.00	N/A	£40.00
Aylesham Community Trust	May Meeting Room Hire	INV-6883	£250.00	£50.00	£300.00
Amazon Business	Metal jubilee clips for sign at Snowdown Recreation Ground R&F Committee (debit card payment)	GB656I2KIAEUD	£4.82	£0.96	£5.78
Amazon Business	Aluminium sign fixing kit for Snowdown Recreation Ground. R&F Committee (debit card payment)	XX60005HXZS8BT	£20.79	£4.89	£25.68
Amazon Business	Aluminium sign 'Uneven Ground' for Snowdown Recreation Ground. R&F Committee (debit card payment)	GB6570PUYAEUD	£11.65	£2.33	£13.98

Post Office	Royal Mail 24hr 'signed for' letter-Snowdown Recreation Ground, resident unauthorised storage R&F Committee (debit card payment)	N/A	£3.29	£0.66	£3.95
Co-Op Aylesham Store	Milk for the office (debit card payment)	N/A	£1.85	N/A	£1.85
Dover Activity Parks CIC	8 Skateboarding Lessons R&F Committee	2607	£800.00	N/A	£800.00

Cllr Flaig declared an interest regarding a payee listed on the schedule (Aylesham Community Trust) and therefore refrained from voting.

**Resolved:** To approve the June 2026 Payment Schedule, proposed by Cllr Sutcliffe, seconded by Cllr Fleck.

**Outcome:** 6 votes in favour, motion carried.

### **10.2 Mileage Allowance Rate 2026 – 2027**

HMRC has updated the Approved Mileage Allowance Payment rate for cars and vans for the 2026–2027 tax year. The approved rate has increased from 45p per mile to 55p per mile for the first 10,000 business miles in the tax year. Mileage above 10,000 business miles remains at 25p per mile. Motorcycle and bicycle rates remain unchanged. The updated HMRC rate applies from the 2026–2027 tax year and has effect from 6 April 2026.

**Resolved:** Proposed by Cllr Charman, seconded by Cllr Armstrong to approve the HMRC updated Mileage Allowance Payment rate for cars and vans for the 2026–2027 tax year, for authorised Council business travel by private car or van to 55p per mile for the first 10,000 business miles, with effect from 1 April 2026, and to authorise payment of any applicable backdated mileage claims from that date.

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

### **11. Personnel Matters**

None.

### **12. Section 101 Delegated Authority**

None.

### **13. Training and Development**

Council noted that the following councillor training had been booked:

- Cllr Fleck: 25<sup>th</sup> June 2026 Mastering Planning Applications Responses.
- Cllr Charman: 23<sup>rd</sup> June Data Protection for Councillors and 21<sup>st</sup> July 2026 Charing Meetings Effectively.

Councillors were asked to confirm with the Deputy Officer if there were any further training courses they wished to attend.

### **14. Committees**

No items.

### **15. Communications & Social Media Strategy Review; Community Engagement, Newsletter and Website**

#### **15.1 Communications and Social Media Strategy Working Group (any updates)**

Council noted the first working group meeting is scheduled for Thursday 11<sup>th</sup> June 2026.

#### **15.2 Newsletter Update**

Council noted that the latest edition of the Parish Council newsletter had been published and distributed.

No councillors reported any missing deliveries.

**Outcome:** Noted.

### **15.3 Monthly Councillor Drop in Session**

Council noted that Cllr Bott, Cllr Sutcliffe and Cllr Charman were available to host the Councillor drop-in session scheduled for 18 June 2026.

**Outcome:** Noted.

### **16. Aylesham Community Trust - National Lottery Heritage Fund Centenary 2027 Application**

**Resolved:** Proposed by Cllr Sutcliffe and seconded by Cllr Charman to approve the following:

1. Supporting, in principle, Aylesham Community Trust's proposed National Lottery Heritage Fund application for the "Centenary Stories: Past, Present, Future" project;
2. Permitting Aylesham Parish Council to be identified as a project partner within the funding application;
3. Authorising attendance at partnership discussions with Aylesham Community Trust in order to assist in shaping the project and exploring possible areas of Parish Council involvement;
4. Authorising the issuing of a broad letter of support in relation to the application.

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

*Cllr Mamjan left the meeting 19.48.*

### **17. Market Square Lighting Project (any updates)**

Council noted that the Market Square Lighting Project would be considered under confidential agenda item 25.1.

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

Council noted that revised drawings had been prepared for the proposed allotments, including a proposed footpath connection to the Jenner site.

It was further noted that the revised proposals would form part of a future planning application, and that a Natural England licence would be required before the allotment and footpath works could proceed.

**Outcome:** Noted.

## **19. Attlee Avenue Play Park - Update on Outstanding Works and Lease Responsibility**

Council noted the update regarding outstanding works and lease responsibility for Attlee Avenue Play Park.

It was noted that officers were awaiting copies of the quarterly play area inspection reports, clarification regarding ownership and maintenance responsibility for the lighting column, and confirmation of the reporting arrangements for defects and maintenance issues during the remaining landscaping maintenance and defects periods.

Council further noted that routine operational responsibility for the play area, including future play equipment inspections and maintenance, would return to Aylesham Parish Council from July 2026, with landscaping maintenance and defects responsibilities remaining with BDW Homes/Fineview Landscapes until May 2027.

**Outcome:** Noted.

## **20. Aylesham House**

### **20.1 Upstairs Staff Toilet Remedial Works**

Council noted that the Internal Audit Report had identified one medium-risk matter relating to the upstairs staff toilet.

A quotation had been received from CC Kent Ltd to complete the required remedial works at a cost of £960.00 excluding VAT.

**Resolved:** Proposed by Cllr Charman, seconded by Cllr Flaig to approve the quotation from CC Kent Ltd and proceed with the remedial works to the upstairs staff toilet at a cost of £960.00 excluding VAT.

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

### **20.2 Internal Security Camera**

**Resolved:** Proposed by Cllr Flaig, seconded by Cllr Charman to approve installation of the internal security camera by JS Security Solutions Ltd at a cost of £341.50 plus VAT.

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

## **21. Local Government Reorganisation (any updates)**

No updates.

## **22. Dover District Council Community Governance Review 2026**

Council noted the commencement of Stage Two of the Community Governance Review consultation.

**Resolved:** Proposed by Cllr Charman, seconded by Cllr Patel to submit the following response:

*Aylesham Parish Council supports the Draft Recommendation to increase councillor numbers from 9 to 14. The Council considers that the proposed increase more accurately reflects the size, electorate, ongoing growth and operational demands of the parish. Members consider that additional councillors would improve democratic representation, assist with workload distribution, strengthen committee capacity and support effective local governance as Aylesham continues to expand. The Council further considers that the recommendation is consistent with the community's current and anticipated future needs, particularly in light of planned development and Local Government Reorganisation.*

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

## **23. Aylesham Centenary (any updates from Representatives)**

Council noted the Aylesham Centenary Forum update which had been circulated to Members in advance of the meeting via Dropbox.

A further verbal update was provided, noting that the Forum was continuing to progress discussions and support local organisations with proposals being developed for the Centenary.

It was also noted that the community picnic was scheduled to take place on 11 July 2026 and was progressing well.

**Outcome:** Noted.

## **24. Next Meeting Date**

Tuesday 14<sup>th</sup> July 2026.

**25. 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 item 25.1, it was proposed by Cllr Sutcliffe and seconded by Cllr Charman to enter into a closed session.

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

*All members of the public left the meeting 20:17  
Closed session began 20:17*

**25.1 Licence for Major Alterations (Market Square) and Heritage Sign Licence**  
Council noted the update and will await further updates as matters progress.

*Meeting Closed at 20:20*

Approved by Council at the meeting held on 14th July 2026 as a true and accurate record:

Signature (Chair)	
Date	

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### **Appendix A - Dover District Council Councillor Pout**

- Councillor Pout has met with Joel Mitchell of Stagecoach. He has been working on keeping as many socially necessary routes as possible open across the district. He and Joel discussed the 92 route, and they are still analysing data to know what long term viability might look like. Stagecoach is concerned that Kent County Council are not looking to secure funding for the route from any new s106 agreements.
- Dover District Council are expecting the Local Government Announcement in July, just before summer recess.

### **Appendix B - Kent County Councillor Porter**

June 2026 Report

#### Greater Scrutiny of Water Resilience for Kent

KCC Leader Linden Kemkaren has announced plans to create a new strategic partnership to oversee the strategic resilience of water across the county and oversight across water supply.

The move follows a further series of water outages affecting residents and businesses across the county in recent days, reinforcing concerns about the resilience of the local water system and building on recent work by KCC's Scrutiny Committee. A short, focused inquiry into supply failures highlighted the significant impact on communities and identified the need for stronger resilience, co-ordination and accountability across the system.

Kent Water and Resilience Partnership will bring together water companies, local authorities, regulators and key partners to focus on long-term planning performance and public visibility on how water challenges are being addressed.

### New Folkestone Library and Adult Education Centre

On May 26th KCC officially opened Folkestone's new Library and Community Learning Centre, bringing key facilities back to the heart of the town for the first time in 3 years.

Located at 14 Sandgate Rd, visitors can now benefit from everything in one place from borrowing books, attending events, activities, classes, and using public computers and WiFi, registering life events and exploring local history.

The building also features adult education facilities, supporting residents to gain new skills, building confidence and access employment and training opportunities.

This marks a major moment for Folkestone and for KCC, as the new Town Centre Library in many years.

### Kent Travel Saver KTS bus passes

KCC Councillors voted to increase the KTS bus pass scheme by £35 per annum for all fee-paying customers.

The reason is to ensure the KTS remains sustainable and deliverable. This scheme has been in operation since 2007 and offers subsidised travel on bus services across the county for students aged 11-16 to support their access to school or work-based learning. There are currently over 23,000 passes issued to eligible scheme users, paying variable amounts due to their status. Full payers pay £580 per year, those on low income pay £135. Application fees paid by families represent a contribution to scheme costs.

Subject to the proposed increase being progressed, the full pass will equate to £3.15 per school day/ £1.57 per journey and a reduced cost £0.87 per school day/ £0.43 per journey.

- ***End of appendices*** -