



AYLESHAM PARISH COUNCIL

Minutes of the Full Council Meeting held on 10th March 2026 at Aylesham Community Trust

SUBJECT TO CONFIRMATION

1. Those Present

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

Officers in attendance: Deputy Officer N. Purcell.

Other Attendees: County Councillor Porter.

Members of Public: One member of the public present. (Remotely, via Teams).

2. Apologies for Absence

Cllr Miller- Work commitments.

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

Cllr Bott- Aylesham Community Trust Dispensation.

Cllr Flaig - Aylesham Community Trust Financial Dispensation, Trustee of Bechange; Aylesham in Touch; Acting Secretary of Aylesham4Aylesham.

Cllr Sutcliffe- Aylesham Heritage Centre Dispensation

4. 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

One application for co-option was received and considered by Council.

Resolved: Proposed by Cllr Armstrong and seconded by Cllr Flaig to co-opt Kunal Patel onto Aylesham Parish Council.

Outcome: All in favour, motion carried.

Kunal Patel was duly Co-opted.

K. Patel left the meeting at 19:12

19:02 – Meeting suspended for up to 15 minutes for public participation

5. Public Participation Period

None.

6. External Reports (Updates)

6.1 County Councillor

See Appendix A.

6.2 District Councillors

No reports received.

Resolved: That Officers write to District Councillors encouraging the submission of written reports for future meetings. Proposed by Cllr Armstrong, seconded by Cllr Charman.

Outcome: All in favour, motion carried.

6.3 Kent Police

A report from PC Bowler was received and circulated and is also available on the Parish Council website.

6.4 Dover District Council Community Development Officer

Report circulated to Councillors. It has been published on the Parish Council website.

Parish Council meeting resumed & District Cllr Porter left the meeting 19:34

Resolved: Officers to write to the Dover District Council Community Development Officer to enquire whether it might be possible for them to attend a Parish Council meeting, as Councillors would appreciate the opportunity to connect and work together. Proposed by Cllr Flaig and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

7. Minutes of Previous Meeting

February 2026

Resolved: Proposed by Cllr Fleck, seconded by Cllr Flaig that the minutes of the meeting held on 17th February 2026 are a TRUE and ACCURATE record.

Outcome: All in favour, motion carried.

8. Matters Arising

February 2026, item 8.4 Fly Tipping - Dover District Council Car Park, Cornwallis Avenue.

Update: Fly tipping removed.

Outcome: Noted.

9. Annual Review of Risk Assessment 2026

Council reviewed the Risk Assessment document prepared by the Chief Executive Officer.

Resolved: To approve the presented Annual Risk Assessment for 2026/2027.

Proposed by Cllr Fleck and seconded by Cllr Sutcliffe.

Outcome: All in favour, motion carried.

10. Draft Calendar of Meetings 2026/27

Resolved: To revise and adopt the calendar of meetings as follows:

- Full Council – Second Tuesday of the month
- Recreation & Facilities Committee – Third Monday
- Planning, Environment & Transport Committee – Fourth Monday
- Finance, Audit & Personnel Committee – Quarterly (Fourth Thursday)

Proposed by Cllr Charman, seconded by Cllr Flaig.

Outcome: All in favour, motion carried.

11. Finance

11.1 March 2026 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Chief Executive Officer	HP Instant Ink February & March	February & March Expenses Form	£41.98	N/A	£41.98
Assistant Officer	February Mileage Park Inspections	February & March Expenses Form	£15.48	N/A	£15.48

Society of Local Council Clerks (SLCC)	Membership Fee: Deputy Officer	MEM258500-1	£316.00	N/A	£316.00
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii					
R Miller	Aylesham House Cleaning	014	£55.00	N/A	£55.00
Aylesham Community Trust	January Meeting Room Hire	INV-6696	£280.00	£56.00	£336.00
Kent Junior School of Fashion & Arts CIC	Grant Application 2025/2026	N/A	£1,776.25	N/A	£1,776.25
Aylesham Amateur Boxing Club	Grant Application 2025/2026	N/A	£2,000.00	N/A	£2,000.00
Fire Security Limited	Six Monthly Fire Alarm Service	209982	£160.00	£32.00	£192.00

Resolved: To approve the March 2026 payment schedule. Proposed by Cllr Charman, seconded by Cllr Fleck.

Outcome: All in favour, motion carried.

11.2 Renewal of Insurance for Council Year 2026/2027

Council noted the renewal premium of £2,898.49 for the period 01 April 2026 to 31 March 2027 which includes Hirers Liability and considered an additional quotation for Cyber Insurance cover.

Resolved: To approve renewal of the Council's Local Councils Insurance Policy for 2026/2027 with the additional Cyber Insurance cover, bringing the total premium to £3,336.39. Proposed by Cllr Flaig and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

Resolved: For the Chief Executive Officer to obtain a professional reinstatement valuation of Aylesham House during the 2026/2027 financial year, proposed by Cllr Charman and seconded by Cllr Sutcliffe.

Outcome: All in favour, motion carried.

11.3 Grant Application Bechange

Motion: To award the full amount requested £6,000, proposed by Cllr Sutcliffe, seconded by Cllr Fleck.

Outcome: 2 in favour, 3 against, motion not carried.

Motion: To award £2,000, proposed by Cllr Armstrong. No seconder

Outcome: Motion not carried.

Motion: To award £5,000 proposed by Cllr Sutcliffe, seconded by Cllr Fleck.

Outcome: 2 in favour, 3 against. Motion not carried.

Amount Requested	£6,000	Last Grant from APC within 3 years: <ul style="list-style-type: none">• 2024/25 £6,000- Funding the Drop-in service• 2023/24 £6,000- Funding the Drop-in service.• 2022/23-£6,000- Funding the drop in Service
Outline of Project	To continue delivering the Drop-In Service for residents.	

Resolved: To award £4,000 proposed by Cllr Charman and seconded by Cllr Sutcliffe.

Outcome: 3 in favour, 2 against. Motion carried.

12. Personnel Matters

12.1 Renewal of Deputy Officer SLCC Membership (One Year)

Resolved: To renew the membership of the Society of Local Council Clerks (SLCC) for the Deputy Officer at an annual cost of £316.00.

Proposed by Cllr Flaig and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

13. Chief Executive Officer Report and Correspondence

Chief Executive Officer Report

13.1 Flags on Kent County Council Street Furniture

Council noted the update circulated in the agenda pack and noted that responsibility for assessment and removal rests with Kent County Council.

Resolved: To continue to direct residents to KCC's reporting mechanism, whilst having text drafted to signpost residents on where to report flag concerns.

Proposed by Cllr Charman and seconded by Cllr Fleck.

Outcome: All in favour, motion carried.

Correspondence

13.2 Tree Removal – Vale View Road

Council was advised that officers have reported the missing Crab Apple tree at Vale View Road to Dover District Council following concerns raised by a resident.

Outcome: Noted.

13.3 Southern Housing – Snowdown Court/Land Adjacent to Co-Op Car Park: Litter and Overgrowth

Update: Fly tipping removed.

Outcome: Noted.

14. Section 101 Delegated Authority

None.

15. Training and Development

Training updates were received, including confirmation of upcoming training for Cllr Charman.

Outcome: Noted.

16. Committees

No items.

17. Christmas 2026

Update received regarding Christmas lighting proposals.

Outcome: Noted.

18. Market Square Lighting Project

No Updates.

19. Allotments (any updates)

Council Noted the update received from Dover District Council and BDW Homes regarding the delay on the allotments, which has been circulated to those on the allotment holder waiting list.

20. Attlee Avenue Play Park Update on Outstanding Works and Lease Responsibility.

Council noted the current position regarding lease responsibility and completion of works.

Resolved: To authorise the Chief Executive Officer to obtain written confirmation from Dover District Council regarding responsibility, inspection compliance, landscaping specification and maintenance arrangements prior to any transfer of operational control.

Proposed by Cllr Armstrong and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

21. Aylesham House (any updates)

21.1 Building Repairs

Resolved: To accept the quotation from CC Kent Ltd in the sum of £19,963 and the quotation from One Call Electrical Ltd in the sum of £1,466.

Proposed by Cllr Flaig and seconded by Cllr Armstrong.

Outcome: All in favour, motion carried.

Resolved: To authorise the Deputy Officer to submit an application to the National Lottery Community Fund for up to £20,000, with the remaining £1,429 to be met from Capital Expenditure/General Reserves.

Proposed by Cllr Flaig and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

21.2 Replacement External Fire Exit Door

Council was advised that expenditure for a replacement external fire exit door at Aylesham House had been approved by the Chair and Chief Executive Officer in accordance with Financial Regulations, with work to be undertaken by CC Kent Ltd.

Outcome: Noted.

21.3 Replacement Ground Floor Blinds

Council noted the report provided in the agenda pack. Officers will explore costs for both replacement and repair and cleaning of the current blinds before a decision is made.

22. Local Government Reorganisation (any updates)

Council considered the consultation on proposals for Local Government Reorganisation in Kent and Medway.

Resolved: To submit a response to the consultation indicating “strongly agree” to all questions within Model 4 and “strongly disagree” to all questions within Models 1, 2 and 3, with no additional comments provided.

Proposed by Cllr Charman, seconded by Cllr Flaig.

Outcome: All in favour, motion carried.

23. Dover District Council Community Governance Review 2026

Resolved: To submit the Parish Council’s response to the Dover District Council Community Governance Review consultation as follows:

- The number of Councillors should be increased to 14.
- The Council confirmed that it does not experience difficulty in recruiting candidates or frequent vacancies.
- The Council does experience challenges in staffing committees and maintaining quoracy.
- Population growth has increased the Council’s workload.
- The impact on the frequency of contested elections is uncertain.

Proposed by Cllr Charman and seconded by Cllr Fleck.

Outcome: All in favour, motion carried.

24. Community Engagement, Newsletter and Website

24.1 Newsletter Update.

Council noted publication of the Parish Council's first quarterly newsletter and expressed thanks to those involved in its production.

Outcome: Noted.

24.2 Councillor Drop in Sessions

Resolved: To continue holding the sessions on the third Thursday of each month 1-2pm and reassess after three months.

Proposed by Cllr Charman and seconded by Cllr Fleck.

Outcome: All in favour, motion carried.

25. Aylesham Centenary (any updates from Representatives)

Updates were received, having been circulated in advance of the meeting.

Outcome: Noted.

26. Next Meeting Date

Tuesday 14th April 2026.

27. 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 item 27.1 and 27.2, it was proposed by Cllr Fleck and seconded by Cllr Charman to enter a closed session.

Outcome: All in favour, motion carried.

Closed session began 20:49

27.1 Licence for Major Alterations – Market Square

No further update.

27.2 Aylesham Heritage Centre Licence to Occupy – Redecoration Request

Resolved: To approve the request for redecoration at Aylesham Heritage Centre subject to conditions as set out within the confidential report.

Proposed by Cllr Flaig, seconded by Cllr Charman.

Outcome: All in favour, motion carried.

20:54 Closed session ended

20:54 meeting closed

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

Signature (Chair)	
Date	

Aylesham Parish Council March 2026 Full Council Meeting

Appendices

Appendix A: Kent County Councillor Porter

KCC Report March 2026

Forever Active Kent Service

KCC Cabinet Member for Adult Social Care, Diane Morton announced funding for 28 charities, social enterprises and clubs of over £6,000 a year over 3 years to help run activities for KCC's new Forever Active Kent Service.

Supported by Active Kent and Medway, the Forever Active Kent Service kicks off in April 2026 to inspire residents 50 years and older to be active and along the way meet new friends, helping to boost mental health and wellbeing.

Improve strength and balance and lower the risk of long-term health conditions including cancer and depression.

In this area Deal and Sandwich Primary Care network have received the funding and are running activity sessions from Age Concern ,Sandwich. Further information is available on the KCC website.

Secondary School Placements for September 2026

96% of Kent pupils have been offered a place at one of their preferred Secondary Schools. Beverley Fordham KCC Cabinet Member for Education and Skills reported that 79% of children have been offered a place at their 1st preference.

This year children will be enrolled on the waiting lists of higher preference schools they are eligible for but were not offered. Appeals must be lodged by Monday 30th March. KCC will hold a 2nd round of offers on Thursday 23rd April for any spaces that become available.

Industry Leaders Inspire Young People to take up careers in Science, Technology, Engineering and Mathematics. (STEM)

Worldly Wise, a community interest company ,which partners industry ambassadors with schools received a £43,840 grant to deliver talks to young people to encourage them into STEM subjects .Over 18 months Worldly Wise connected 85 STEM companies with 800 pupils over 44 schools

KCC Cabinet Member for Economic Development and Special Projects, David Wimble said ...Championing careers in Science ,Technology ,Engineering and Mathematics is crucial to ensuring our young people have the role models to inspire them into doing great things.

The scheme targets young people, particularly young girls, between the ages of 11 and 18 within a sector where only 28% of the workforce are women.

More information is available on www.worldly-wise.org or email info@worldly-wise.org to find out what's involved, either as an education provider or business ambassador

End Of Appendices