



AYLESHAM PARISH COUNCIL

Minutes of the Full Council meeting held on 14th April 2026 at Aylesham Community Trust

SUBJECT TO CONFIRMATION

1. Those Present

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

Officers in Attendance: Chief Executive Officer & Responsible Finance Officer
K. Robinson; Deputy Officer N. Purcell.

Members of the Public: None.

2. Apologies for Absence

Cllr Patel – personal reasons.
Kent County Councillor Porter.
Dover District Cllr Pout.

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
Cllr Charman- Regarding agenda item 8.3 Church Warden to St Peters' Church.

*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

Appendix A was received and Councillors raised questions regarding food
waste funding and collections for residents in flats.

5.2 District Councillors

No updates received.

5.3 Kent Police

Kent Police report was received, and concerns were raised regarding lorry parking on Cooting Road.

5.4 Dover District Council Community Development Officer

No updates.

19:13- Parish Council meeting resumed

6. Minutes of previous meeting

March 2026

Resolved: Proposed by Cllr Fleck, seconded by Cllr Charman that the minutes of the meeting held on 10th March 2026 are a TRUE and ACCURATE record.

Outcome: 6 votes in favour, 1 abstained, motion carried.

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

Regarding March 2026 item 6.4: Officers have written to District Councillors encouraging the submission of written reports; however, no responses have been received to date.

Council noted the update.

8. Chief Executive Officer Report

8.1 Flags on Kent County Council Street Furniture

Council noted that Officers have prepared a standard response to residents.

8.2 Kent Association of Local Councils Membership 2026/2027

Resolved: Proposed by Cllr Armstrong and seconded by Cllr Flaig to renew the KALC membership at a cost of £1,559.74 plus VAT.

Outcome: All in favour, motion carried.

8.3 Remembrance Request

Council carefully and respectfully considered the request as detailed in the agenda pack from the late Cllr Airey's family regarding a commemorative plaque.

Resolved: For officers to liaise with Mr Airey's family and support them in progressing enquiries with the Parish of Temple Ewell. Proposed by Cllr Flaig and seconded by Cllr Fleck.

Outcome: All in favour, motion carried.

9. Correspondence

9.1 Tree Removal – Vale View Road

Council noted that officers have sent enquiries to Dover District Council regarding the missing Crab Apple Tree, and that no response has been received. Officers have since followed this up again, with no update received.

9.2 Tree Concerns - DDC Housing Property

Council noted the information within the agenda pack regarding the overhanging tree. Officers have since followed this up again, with no update received.

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

Southern Housing have responded to the complaint submitted and advised the following:

- The land in question does belong to Southern Housing.
- There have been no formal access agreements to the rear of the properties on Attlee Avenue via the access road behind Snowdown Court.
- There have been no formal agreements regarding access across the land between Snowdown Court and the car park on Dorman Avenue North.
- The bollards were installed by Southern Housing to prevent vehicular access on their land and to prevent the route being used for anti-social behaviour.
- Southern Housing will tidy the area, with a decision made later as to whether to level the area completely.

Council noted this update.

10. Finance

10.1 April 2026 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii					
R Miller	Aylesham House Cleaning	019	£55.00	N/A	£55.00
Clear Insurance Ltd	Insurance Renewal 26/27	LCO02832	£2,916.14	N/A	£2,916.14
Clear Insurance Management Ltd	Cyber Security Insurance 26/27	554156553	£420.25	N/A	£420.25
Kent Association of Local Councils	Training Course – The Nuts and Bolts of Parish Councils Cllr Patel	14478143483	£50.00	£10.00	£60.00
Kent Association of Local Councils	Training Course - Introduction to Planning for Local Councils Cllr Charman	14426917083	£50.00	£10.00	£60.00
HMRC	PAYE & NI	2612	£2,926.25	N/A	£2,926.25
Kent Association of Local Councils	Training Course – Mastering Planning Responses: For Local Councils Cllr Fleck	14478273043	£50.00	£10.00	£60.00
The Laundry and Ironing Shop	Cleaning of COSHH Items October 2025-7 th March 2026	NVREF6115	£120.00	£24.00	£144.00
Deputy Officer	Park Inspections Mileage – Three Weeks	March 2026 Expenses Form	£5.81	N/A	£5.81
BeChange	Grant Application 25/26	N/A	£4,000	N/A	£4,000
R Miller	Aylesham House Cleaning	020	£55.00	N/A	£55.00
R Miller	Aylesham House Cleaning	021	£55.00	N/A	£55.00

SLCC	CiLCA Qualification Enrolment Deputy Officer	QL209059-1	£495.00	N/A	£495.00
ACE Gas	Annual Boiler Service and Gas Safety Check	126	£150.00	N/A	£150.00
Imagin Products Ltd	Cllr Patel ID Badge	SP-39115	£11.45	£2.29	£13.74
GW Shelter Solutions Ltd	Refurbishment works to Dorman Avenue South Bus Shelter	SI-2180	£1,387.00	£277.40	£1664.40
CC Kent Ltd	Replacement Fire Exit Door – Ground Floor Kitchen Area, Aylesham House	2356	£1,637.00	£327.40	£1,964.40
Envisage Groundcare	March 2026 Grounds Maintenance Tree	2273	£2,680.55	£536.11	£3,216.66
R Miller	Aylesham House Cleaning	022	£55.00	N/A	£55.00
Fire Security Limited	Carbon Dioxide Fire Extinguisher – Ground Floor Kitchen	214450	£69.95	£13.93	£83.58
The Laundry and Ironing Shop	31st March COSHH Items	NVREF6518	£20.00	£4.00	£24.00
Aylesham Community Trust	March Meeting Room Hire	INV 6808	£280.00	£56.00	£336.00
Hampshire Flags Ltd	Union Flag - Replacement	611686	£114.14	£22.83	£136.97

Cllr Flaig and Cllr Sutcliffe refrained from voting due to their declared interest with Aylesham Community Trust, who are recipients on the payment schedule.

Resolved: To approve the April 2026 Payment schedule. Proposed by Cllr Charman, seconded by Cllr Armstrong.

Outcome: 5 votes in favour, 2 abstained, motion carried.

11. Personnel Matters

No items.

12. Section 101 Delegated Authority

No items.

13. Training and Development

Council noted the following attendee updates:

Cllr Fleck had registered for the following courses:

- Finance For Councillors
- Mastering Planning Application Responses

Cllr Patel has registered for the following courses:

- Data Protection for Councillors
- Nuts and Bolts of Parish Councils for Councillors

14. Safeguarding Children and Vulnerable Adults Policy

Resolved: To adopt the policy with the following amendments:

Section 14 para.2 and section 15 para.1- change the word 'may' to 'will'.

Proposed by Cllr Charman and seconded by Cllr Miller.

Outcome: All in favour, motion carried.

Resolved: To signpost organisations to safeguarding training, should they need it, and provide the NSPCC template Safeguarding Policy. Proposed by Cllr Flaig and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

15. Committees Planning, Environment and Transport

15.1 Dover District Council Infrastructure Delivery Plan

Resolved: To ratify the submission of the Infrastructure Delivery Plan response drafted by the Planning, Environment & Transport Committee.

Proposed by Cllr Fleck and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

16. Christmas 2026

19:49 Cllr Flaig left the meeting temporarily in relation to this item

Council considered the offer from Aylesham 4 Aylesham, who have offered to donate 2x reels of lights plus 3x lamp post motifs, as set out in the inventory dated 12th March 2026.

Resolved: To accept the offer proposed by Aylesham 4 Aylesham regarding the donation of festive lighting equipment, subject to appropriate inspection and compliance requirements, proposed by Cllr Sutcliffe and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

19:55 Cllr Flaig re-joined the meeting

17. Market Square Lighting Project (any updates)

No updates.

18. Allotments (any updates)

No updates.

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

Council noted that a response from Dover District Council is still awaited.

20. Aylesham House

20.1 Building Repairs - National Lottery Grant Application

Council noted the update that the application has been submitted to the National Lottery. A decision is expected within approximately 12 weeks.

20.2 Replacement Ground Floor Blinds

Resolved: To authorise the cleaning of the ground floor blind slats with Aylesham Laundrette and Ironing Service, with costs based on weight, and to receive a further report on any required replacement works following assessment of the blinds after cleaning. Proposed by Cllr Fleck and seconded by Cllr Charman.

Outcome: All in favour, motion carried.

21. Local Government Reorganisation (any updates)

Council noted the updates shared via Dropbox.

22. Dover District Council Community Governance Review 2026

Council noted the updates shared via Dropbox.

23. Community Engagement, Newsletter, Website and Social Media

23.1 Newsletter Update

Council noted the update regarding the distribution of the first edition, which is now complete.

23.2 Monthly Councillor Drop in Session

Cllr Sutcliffe, Cllr Fleck and Cllr Miller may be available to attend the next drop-in session which is to be held on Thursday 16th April 2026.

23.3 Social Media

Council noted that officers had experienced issues with posts being automatically removed from a local Facebook group and that this had been raised with the page administrators.

24. Aylesham Centenary (any updates from Representatives)

Updates were received from Representatives; there is an open invitation to all to attend an event being held on 16th May 2026 at Aylesham Community Trust to share ideas.

Resolved: Proposed by Cllr Flaig and seconded by Cllr Bott that Aylesham Parish Council attend the event on 16th May to have a stall to promote the grants available.

Outcome: All in favour, motion carried.

25. Next Meeting Date

Annual Council meeting - Tuesday 12th May 2026.

**26. Legal Matters – Confidential to be held under the Public Bodies
(Admission to Meetings) Act 1960**

26.1 Licence for Major Alterations – Market Square

No updates.

Meeting Closed 20:10

Approved by Council at the meeting held on 12th May 2026 as a true and accurate record:

Signature (Chair)	
Date	

Appendix A

Kent County Councillor Porter

KCC Report April 2026

Kent's East Coast Marmot Region

Leader of KCC, Linden Kemkaren announced the UK's first Marmot Coastal Region where young people, not in education or training will be supported, as a landmark programme to end the postcode lottery affecting health and life chances for East Kent Coastal communities. KCC aims in the Marmot Coastal Region to support 200 more young people not in education or training into jobs.

Help 100 residents with additional disadvantages, including care leavers, carers and people with mental ill health into employment.

Enable 150 more people on probation to access education and work by 2028. Marmot Places bring together government, councils, charities and community groups.

Kent's Marmot Coastal Region stretches from Swale to Folkestone and Hythe and includes Canterbury, Thanet, Dover and Ashford.

Director of Public Health at KCC , Anjan Ghosh said "Reports , including from the chief Medical Officer, have highlighted the severe impact of health inequalities on coastal communities. Life expectancy in coastal areas , on average is 2.1 years lower , with even larger gaps in places such as central Margate , where men live seven years less than those in Tunbridge Wells" Higher rates of lung cancer, chronic respiratory disease and liver disease are main drivers in the life expectancy gap. Higher pupil absence, lower GCSE attainment is 9% below inland areas and 50% more unemployment benefit claims than inland areas.

Kent Food Waste Recycling

Food waste recycling is skyrocketing across Kent saving £75,000 in disposal costs in just 1 month. Food waste produces high quality fertiliser for Kent farms and helps generate energy that powers homes. Redirecting this material from the county's Energy from Waste plant which turns nonrecyclable waste into energy helps to reduce costs. Food is the largest component of household rubbish in Kent, making up 28% of everything thrown away. Separating food waste often makes avoidable waste more visible helping to reduce unnecessary purchases and saving money.

Proposed Changes to Public Rights of Way Statement of Priority

KCC is inviting residents and other stakeholders to share their views on proposed changes to its statement of Priorities, which sets out how the Council prioritises Section 53 applications to Public Rights of Way.

The Definitive Map and Statement (DMS) is the legal recording of Public Rights of Way Section 53 of the Wildlife and Countryside Act 1981 and places a legal duty on KCC, as the Surveying Authority to keep the DMS under continuous review. Under Section 53 anyone can apply to KCC to amend the DMS. KCC has a duty to investigate and determine every application it receives in accordance with its Statement of Priorities. Over recent years KCC has seen a substantial rise in applications, particularly those based on historic documentary evidence. This has resulted in a significant increase in the backlog for allocating applications. To address this KCC is proposing to prioritise user based applications (those based on proof that a path has been used for at least 20 years) This means taking them out of submission order so that every historic based application allocated ,one user based application would be allocated.

End of appendices