

# Great Chart with Singleton Parish Council

*Founded in December 1894*

## Meeting of the Parish Council to be held on Monday 11 January 2021 Held remotely Starting at 7.30pm

**PRESENT:** Cllrs Ackrill, Alexander, P Barker, Y Barker, Darvill, Gathern, McClintock, Sullivan, Tate, Wiffen

**ALSO PRESENT:** Aniko Szocs (Clerk), Paula Cowperthwaite (Assistant to Clerk), Cllr Blanford (ABC), Cllr Barrett (ABC), Cllr Farrell (KCC), Cllr Simkins (KCC), 3 members of public

### 1. Apologies for Absence

Cllr Wilford, Cllr Howard-Smith (ABC), PCSO Stevens,

### 2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

#### 2.1. Disclosable Pecuniary Interests

None

#### 2.2. Other Significant Interests

None

#### 2.3. Other Interests

Item 7.1 – Cllr Y Barker, Sullivan

Item 7.2 – Cllrs Y Barker, Darvill, McClintock, Sullivan

Item 7.3 – Cllrs Ackrill, Wiffen

### 3. Minutes of the Previous Meeting

The minutes from the 14 December 2020 were agreed to be accurate, and the council resolved to accept them as a true record.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 4. PCSO Report

The Chairman summarised the PCSO report, it is available on the parish website.

### 5. Reports from Borough Councillors

#### 5.1. Cllr Barrett – Singleton East Ward

Cllr Barrett made a plea for those eligible to take up the COVID vaccination.

The last fences have gone up around Singleton Lake to stop fisherman casting towards the houses. Anti-Social Behaviour and littering has gone down by 80% under the PSPO.

KCC have updated that the fly-tipping near Mock Lane will be cleared in the New Year. Cllr Barrett has asked that a structural defence is added once it is cleared to prevent further fly-tipping.

Cllr Barrett referred Cllr Gathern to his colleague Matthew Forrest for her enquiries on grant money to cultural related organisations, and to Cllr Andrew Buchanan for her enquiries on the Sevington border facility.

#### **5.2. Cllr Blanford – Weald Central Ward**

Cllr Blanford has received both of her COVID vaccination injections so is hoping to help with volunteer efforts where needed.

#### **5.3. Cllr Howard-Smith- Singleton West Ward**

Not present – apologies received

#### **5.4. Cllr Shorter -Washford Ward**

Not present

### **6. Reports from County Councillors (when in attendance)**

#### **6.1. Cllr Farrell**

Cllr Farrell noted that he has been trying to obtain the EIA relating to the Sevington border facility but has been told it's release is not in the public interest.

KCC budget cuts mean there is a currently a freeze on community warden recruitment. Cllr Farrell is pushing for a reorganisation of areas as the current cover is patchy.

#### **6.2. Cllr Simkins**

Cllr Simkins noted that Highways England are responsible for the M20, and that the Minister has written to KCC to thank everyone for their help during the recent border closure. There was a lot of individual help from residents. Litter from Operation Stack has now been cleared.

He made a plea for councillors to promote the Stay At Home message.

Cllr Gathern has written to Cllr Simkin about the use of neonicotinoids now that we are no longer in the EU as this contradicts KCC's Plan Bee. He has received the email and will respond.

### **7. Reports from Committees/Groups**

#### **7.1. Chilmington Green Planning Working Group**

Nothing to report.

#### **7.2. Great Chart Playing Fields**

New fire alarm is being fitted. Otherwise nothing to report.

#### **7.3. Singleton Spaces**

SEC extension is still progressing slowly and should be complete by the end of January. There have been a couple of variations to the original plans, and the costs of these will be covered by the builders instead of using the penalty clauses.

Furnishings are being chosen over the next week or two.

The decision to keep the centre closed under lockdown was made to promote the stay at home message. A number of NHS bookings for vaccination training are being honoured but it is otherwise closed.

**Public Participation:** There will be 15 minutes of the meeting to hear public questions and comments.

No questions or comments made.

### **8. Planning Applications for Consideration this Month**

#### **8.1. Planning application number [20/01755/AS](#)**

Keepers Lodge, Vitters Oak Lane, Great Chart, Ashford, TN26 1JX, Rear storey kitchen extension – **Cllr Y Barker**

The dwelling is not overlooking any other buildings and fits with the existing style of the building. The council resolved to support the application.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 8.2. Planning application number [20/01702/AS](#)

Site Office on Parcel B, Land at Chilmington Green, Ashford Road, Great Chart, Ashford, Kent, TN23 3DH

Variation of delivery of planning conditions 27 and 29 of outline planning approval, reference: 12/00400/AS dated 06/01/2017 relating to 'Access C - the southern access roundabout' to be provided in accordance with the proposed details shown on drawing 131065/A/02 and be fully constructed and open for use by traffic, and, agree a plan by the Local Planning Authority following consultation with the Highway Authority, showing how Chilmington Green Road is to be closed to all vehicular traffic at the location shown on drawing 'OPA05R1: Access & Strategic Vehicular Routes Plan' prior to the occupation of the 2000th residential dwelling on site – **Cllr McClintock**

A discussion was held around the proposed timelines of the need for the roundabout, the construction of the secondary school and the occupation of the 2,000<sup>th</sup> house.

The council resolved to object to the amendment. The access point should be built as per the S106 agreement and not based on house occupancy.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 8.3. Planning application number [20/01306/AS](#)

Erection of free-standing restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Display (COD), goal post height restrictor and play frame – **Cllr McClintock**

Cllr Wiffen suggested the plan should be objected to until the road is turned into a dual-carriageway.

The parish council resolved to object for the reasons given by KCC Highways i.e. the impact on the tank roundabout, the possibility of queuing cars obstructing the highway and access for delivery vehicles.

<b>Proposed:</b>	Cllr McClintock	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 9. Planning Decisions

The planning decisions were noted. See Appendix One.

## 10. St Mary's in Great Chart

The council resolved to support the proposed ideas, but this does not include financial support.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Ackrill
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 11. Finance

### 11.1. Items for Payment and bank reconciliation

Credit card payment items for Information	Description	Total paid	VAT
<b>Account Number: 19079376</b>			
FuelGenie	Fuel-November 2020	£140.27	£ 14.68
Plusnet	Telephone and Broadband	£61.25	£ 10.21
Canva	Monthly subscription	£10.99	
Amazon	1 box of 100 disposable gloves	£18.90	£ 3.15
Amazon	100 pk 3ply face masks	£10.95	£ 1.83
<b>Credit card Account: 24056805</b>			
Great Chart Fencing	rail fencing and fixings	£25.50	£4.25
B&Q	Deicer 500ml x2	£3.94	£0.66
Sainsbury's	Diesel for van	£50.27	£8.38
B&Q	Wood paint	£11.00	£1.83
Dial Direct	Van insurance	£50.40	
<b>Total:</b>		<b>£ 383.47</b>	<b>£ 44.99</b>

### Items for Approval for Payment January 2021

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	January Contribution	£1,561.98	
Bacs	Salary	January salaries	£4,767.16	
Bacs	Kent Pension fund	December Pension Contribution	£909.40	
Bacs	Sainsbury's Fuel station	Refuelling the van (reimburse parish steward)	£50.15	£8.36
Bacs	National Association of Local Councils	Rebuilding Communities online event	£38.93	£6.49
Bacs	Leaflets Direct	Newsletter distribution	£504.00	£84.00
Bacs	ABC- Aspire	Grounds maintenance	£4,179.60	£696.60
<b>Bacs*</b>	<b>SLCC</b>	<b>Creating accessible documents</b>	<b>£36.00</b>	<b>£6.00</b>
<b>Bacs*</b>	<b>SLCC</b>	<b>Community Governance course deposit</b>	<b>£315.00</b>	
<b>Total:</b>			<b>£12,362.22</b>	<b>£801.45</b>

### Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Metro Bank	Interest	£ 3.02	
Bacs	Natwest	Interest	£ 2.00	
Bacs	Lena Foot massage	Newsletter advertising	£ 55.00	
<b>Total:</b>			<b>£ 60.02</b>	

### Singleton Extension Project- S106 Funds

Bacs	Lancaster Builders (Kent)	SEC Extension	£24,328.51	
Bacs	Lancaster Builders (Kent)	SEC Extension	£15,232.00	
<b>Total:</b>			<b>£ 39,560.51</b>	<b>£0.00</b>

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			£7,499.08	
200	Metro Bank Current Account			£14,253.00	
210	Metro Bank Instant Access			£144,037.80	
230	Nationwide Business 1 Yr Fixed			£ 203,304.03	
240	Metro Bank Credit Card				£310.73
250	NatWest Current Account			£100.00	
260	NatWest Reserve Account			£167,706.94	
305	Contingency Reserves				£30,000.00
310	General Reserves				£66,554.71
320	EMR - Cuckoo Park				£194,060.00
321	EMR - The Viewing Point				£33,877.00
515	DNU VAT on Payments	999	VAT Data	£1,000.00	
1076	Precept	100	Income		£260,239.00
1077	Council Tax Support Grant	100	Income		£3,614.00
1080	Concurrent Grant	100	Income		£2,770.00
1090	Interest Received	100	Income		£76.94
1100	Grants & Donation Received	100	Income		£44,830.52
1900	Other Income	100	Income		£5.98
A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salary	110	Administration	£38,445.20	
4010	PAYE & NI	110	Administration	£11,899.85	
4030	Pension	110	Administration	£5,273.16	
4080	Training	110	Administration	£123.10	
4090	Chairman's Allowance	110	Administration		£6.05
4110	Bank Charges	110	Administration	£162.84	
4120	Audit Fees	110	Administration	£1,080.00	
4130	Professional Fees	110	Administration	£796.00	
4140	Subscriptions & Memberships	110	Administration	£4,504.00	
4150	Insurance	110	Administration	£6,549.86	
4160	Postage	110	Administration	£26.60	
4170	Office Supplies & Admin	110	Administration	£664.29	
4180	Telephone & Broadband	110	Administration	£505.30	
4200	Photocopier & Printer	110	Administration	£56.22	
4210	ICT Infrastructure	110	Administration	£61.88	
4230	Website	110	Administration	£1,919.50	
4240	Parish Grants	110	Administration	£3,017.90	
4260	Newsletter	110	Administration	£1,293.40	
4400	Vehicle Maintenance	140	Caretaker	£2,046.88	
4410	Vehicle Fuel	140	Caretaker	£332.04	
4420	Equipment	140	Caretaker	£17,465.87	
4500	Repairs/Maintenance	150	Maintenance	£7,182.18	
4510	Yellow Land Maintenance	150	Maintenance		£2,192.88
4520	Cuckoo Park 10Yr Maint	150	Maintenance		£14,300.00
4550	PCC Churchyard Maint Grant	150	Maintenance	£ 4,000.00	
4605	SVH Extention Loan Repayment	160	Projects	£ 3,060.77	
4650	Parish Projects	160	Projects	£ 43.00	
4710	PFA Maintenance	170	PFA		£2,192.88
4750	Singleton Environment Centre	175	Singleton Environment Centre	£ 6,620.00	
<b>Trial Balance Totals :</b>				<b>£655,030.69</b>	<b>£655,030.69</b>
<b>Difference</b>				<b>£</b>	<b>-</b>

A question was raised around fuel costs in December. The Clerk clarified that the new leaf blower also uses petrol.

The Parish Council resolved to approve the items for payment in January and acknowledged the bank reconciliation.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Y Barker
<b>Vote In Favour: 10</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### **11.2. Ashford Community Woodland**

Concerns were raised about the money being spent before a concrete plan is seen, as this cannot become an ongoing financial burden for the parish council. A decision will not be made until these plans have been finalised.

### **12. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda**

See Appendix Two.

### **13. Correspondence**

- None

### **14. Items for Information or Agenda for Next Meeting**

- Ashford Community Woodland
- Logo

### **15. Date and Venue of Next Meeting**

The next scheduled Council Meeting will be held on  
**Monday 08 February 2021 at 7.30pm**

Meeting closed at 21:30.

Signed as a true record by:

Cllr McClintock \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix One

# Planning Decisions

December/January 2020-2021

### **Planning application Number 17/01170/CONC/AS**

Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition

3. **ABC: Refuse – PC: No comments**

### **Planning application Number 19/01569/AS**

Parcel I, Land at Chilmington Green, Ashford Road, Great Chart Kent. Reserved matters application for the development of 145 new residential dwellings with associated parking, roads, landscaping and infrastructure with Parcel I,

Chilmington Green . **Withdrawn by applicant**

### **Planning application Number 18/01310/CONC/AS**

Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition 1 **ABC: Permit – PC: General comment, pond should be fit for purpose.**

### **Planning application Number 20/01466/AS**

Buxford Mill, Bucksford Lane, Singleton, Ashford, Kent, TN23 4TZ Replacement of aluminium French doors and picture windows to the South-west elevation. Re-ordering of former mill to include removal of modern partitions at ground and first floor level with new partitions a first floor level. Removal of flat ceilings and construction of vaulted ceilings over master bedroom and dressing room. Alterations to first floor of original house including removal of C20th en suite bathrooms. Installation of insulation. **ABC: Grant**

**Consent PC: Support**

### **Planning application Number 19/01079/CONA/AS**

Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition

4 **ABC: Permit PC: Support**

### **Planning application Number 19/01438/AS**

Beult Barn, Ashford Road, Great Chart, Ashford, Kent, TN23 3DH Demolition of existing general storage, warehousing and workshop and replacement with new buildings for E(g) use with associated parking **ABC: Permit PC: Object**

### **Planning application Number 20/01115/CONA/AS**

Coach House, Ashford Road, Great Chart, Ashford, Kent, tN26 1JL Discharge condition 3 (a) & (b) **ABC: Permit PC: No Comments**

### **Planning application Number 19/01032/AMND/AS**

Parcel R, Land at Chilmington Green, Ashford Road, Great Chart, Kent Non material amendment to planning permission 19/AS (reserved matters for the development of residential dwellings within Parcel R, main phase AAP including associated roads, parking, landscaping, open space and infrastructure pursuant to outline permission granted under /AS) to very approve plans. **ABC: Amended Plans Approved PC: No Comment**

### **Planning application Number 20/01527/AS**

Bayley Wood Farm, Great Chart, Ashford, Kent, TN26 1JR Removal of condition 7 (permitted development rights – classes A, B & C) on planning permission

98/00416/AS (New dwelling and garage with new access to Surrenden Manor Road following demolition of Bayley Wood Farmhouse) **ABC: Refuse PC: Comment Condition to remain in place**

### **Planning application Number 20/01547/AS**

Little Singleton Farm, Goldwell Lane, Great Chart, Ashford, Kent, TN26 1JS Erection of a self contained ancillary annexe to be used as overspill accommodation to the main house with all services connected off the main house. **ABC: Permit – PC: Support**

## Appendix Two

# Clerk's Report – January 2021

**2021:** Wishing you all a very happy New Year. Let us hope 2021 will be a better year and that we can start to hold regular events and more soon.

**Thank you:** I would like to thank the Parish Council for agreeing to support me to study Community Governance and with that the trust invested in me. I am sure the additional knowledge will help us as a council to achieve more. Thank you 😊.

**Lockdown:** As of 06<sup>th</sup> January 2021 the government announced the 3<sup>rd</sup> national lockdown. The rules of this latest lockdown can be found on the government's [website](#) While it is not going to be easy, hopefully it will help to slow the spread of the virus. For the foreseeable future we are going to continue to hold the meetings remotely.

**Logo:** The proposed logo for the Parish Council has been discussed on several occasions but to date no real progress made. After careful consideration and a brief discussion with the chair it was agreed that it would help if a fresh pair of eyes looked at it again and came up with a new design. Two local graphic designers have been approached with the same brief. One of the quotes we received was £500 per day rate and suggested it would take around 2/3 days to produce a draft logo. The other designer said it would cost £200-250 to rebook the logo. It would be great to have the opportunity to have a fresh and new design that hopefully we can all agree on.

**Training:** Please regularly check Kent Association of Local Councils for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place on an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. Also, can I remind you to reset your login details with your new email if you have not already done so? Please email to Laura Dyer at [manager@kentalc.gov.uk](mailto:manager@kentalc.gov.uk) and she will be able to assist you.

**Social Media:** Please keep liking and sharing our posts on social media so it can reach a wider audience. If you are on Twitter, Facebook or Instagram ensure you give us a like or follow us 😊

## #StaySafe

Please share the Government message below to help slow the spread of the virus.



The graphic is a blue rectangular box with three white circular icons on the left, each followed by a bold title and a subtitle. The first icon shows hands being washed, with the title 'Wash hands' and subtitle 'keep washing your hands regularly'. The second icon shows a face with a mask, with the title 'Cover face' and subtitle 'wear a face covering in enclosed spaces'. The third icon shows two people with a double-headed arrow between them, with the title 'Make space' and subtitle 'stay at least 2 metres apart - or 1 metre with a face covering or other precautions'.

- Wash hands**  
keep washing your hands regularly
- Cover face**  
wear a face covering in enclosed spaces
- Make space**  
stay at least 2 metres apart - or 1 metre with a face covering or other precautions