

# Great Chart with Singleton Parish Council

*Founded in December 1894*

## Meeting of the Parish Council held remotely on Monday 08 February 2021 Starting at 7.30pm MINUTES

**PRESENT:** Cllrs Ackrill, Alexander, P Barker, Y Barker, Gathern, McClintock, Sullivan, Tate, Wiffen, Wilford (left at Item 8.3)

**ALSO PRESENT:** Aniko Szocs (Clerk), Paula Cowperthwaite (Assistant to Clerk), Cllr Blanford (ABC), Cllr Barrett (ABC), Cllr Farrell (KCC), 2 members of public

### 1. Apologies for Absence

None

### 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 – Cllrs Y Barker, Sullivan

Item 7.2 – Cllrs Y Barker, McClintock, Sullivan

Item 7.3 – Cllrs Ackrill, Wiffen

Item 8.3 – Cllr Wiffen

### 3. Minutes of the Previous Meeting

The minutes from the 11 January 2021 were agreed to be accurate, and the council resolved to accept them as a true record.

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

### 4. PCSO Report

Please see Appendix One

### 5. Reports from Borough Councillors

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

At Singleton Lake, Ashford Angling Society wish to renew their license. The main change will be an annual price increase from £500 to £550.

Over the summer Cllr Barrett would like to see the bridge between the car park and the lake replaced as it has been repaired so many times it is becoming irreparable. He would also like to improve the standard of the car park surface and improve the pathways around the lake for disabled access.

Cllr Barrett has donated £1000 to SEC to buy new equipment. SEC would like to record their thanks for this.

It was discussed whether the Singleton Lake paths could be improved in relation to the winter flooding. Cllr Barrett asked that any ideas were forwarded to him but given the current financial situation it will probably have to be a multi-year project.

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

Cllr Blanford has had a meeting with Chilmington CMO. The primary school is catching up to original plans and should be open by September. 70 houses have now been sold. Planting of the 6,666 trees is moving more slowly than expected as there is a lack of volunteers due to COVID restrictions.

Cllr Blanford has given funding towards aerial photography of the Chilmington development.

Cllr Blanford had a meeting with Matthew Scott PCC, and discussed a number of issues such as recruitment of new police officers, littering, fraud and traveller incursions.

It was noted that there have been a number of fraudulent attempts to get people to pay for COVID vaccinations, you do not need enter bank details to have a COVID vaccination.

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

Not present

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

Not present

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

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

There is a proposed 5% increase on KCC council tax.

Community Warden recruitment is currently on hold. Cllr Farrell is pushing for the rationalisation of these roles rather than hold vacancies where they occur.

There is no budget for the reopening of libraries at the moment.

Local elections will go ahead on May 6<sup>th</sup> although there are no practical plans set out at the moment.

Brookfield Road may not get resurfaced imminently as it is not a priority.

Cllr Farrell has given Great Chart School funding for a new bike rack, and SEC funding towards a satellite kitchen.

Cllr Farrell has requested an enquiry into the lack of dualling of the A28 and why the primary school building has not yet been opened.

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

Not present

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

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

A meeting was held to discuss recent planning applications.

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

There was vandalism of the access gate to the small field. This was very kindly replaced by Aspire at short notice and the GCPFA note their thanks for the work. The faulty fire alarm has been replaced and during the repairs the source of a leak in the disabled toilet was found where the old and new roof join. The gutters also need clearing regularly to help prevent the leak.

£6,001 has been received from ABC in further business grant money due to the lockdowns and tier restrictions.

### 7.3. Singleton Spaces

The extension work is nearing its end. Some extra work has been requested to bring the new outside look over to the existing container units.

Cllr Wiffen thanked Cllr Barrett and Cllr Farrell for funding various projects.

SEC have also received the ABC lockdown grants, most of which has been used towards wages.

It was noted that the value for money from the S106 funding and the thoughtful work of the contractors has seen an excellent result from the cost.

A grand opening will be planned when COVID allows.

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

At the Chilmington Stakeholders/SAGC meeting Colemans Kitchen Wood was discussed. It is currently in the ownership of Hodsons. It is deteriorating and this need to be closely monitored as it is a valuable asset that should not be lost. A number of trees have come to the end of their natural life and any replacements should be carefully planned.

It was noted that Artemis Christophi Consultancy comes to an end in March. She has been an excellent consultant and it will be a shame to see her replaced by someone completely new. Simon Cole is taking over as Head of Planning at ABC, he has been part of ABC planning for many years so this is a welcome move.

As a new fish bar is due to open in the Singleton Centre, more rubbish bins are likely to be needed. It was noted that a program of centre improvements, which should include bins, should take place by the spring time as part of Phase 2 work. If the bins provided don't contain the litter generated, then ABC would need to be approached.

## 8. Planning Applications for Consideration this Month

### 8.1. Planning Application number [20/01745/AS](#)

Daniels Water Farm, Vitters Oak Lane, Great Chart, Ashford, TN26 1JY For the erection of 55 X 9M storage unit-**Cllr Y Barker**

This application is not close to any other buildings and is a natural expansion of the farm. It was noted that the current side gates have bollards next to them and will therefore not be able to be used for emergency access.

The council resolved to support this application.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 8.2. Planning application Number [21/00086/AS](#)

1 Stone Cottages, Bartlets Lane, Chilmington Green, Ashford, TN23 3DW  
Removal of condition 4 on planning permission ref 16/00653/AS to allow annexe to be occupied independently. -**Cllr P Barker**

This has been commented on as a previous application, the comments made then are still relevant to this application. The parking issues have been improved, but not sufficiently to remove the issue completely.

The council resolved to object to this application.

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

### 8.3. Planning application Number [21/00146/AS](#)

8 Harvest Way, Singleton, Ashford, Kent, TN23 5WR Single storey rear extension to garage and conversion of garage to habitable accommodation. – **Cllr McClintock**

Plans for this application are poor, but Cllr McClintock has not been able to gain better copies. There are no suggested alternatives to the loss of parking space.

There are no specific planning reasons to object to this application.

The council proposed to return this application with no comments.

<b>Proposed:</b>	Cllr McClintock	<b>Seconded:</b>	Cllr Alexander
<b>Vote In Favour:</b> 8	<b>Vote Against:</b> 1	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 9. Planning Decisions

Please see Appendix Two

## 10. Ashford Community Woodland

The report from ABC on funding and plans for the woodlands has been circulated. The proposal is not to close Chart Road to remove the fly tipping, but it was suggested it will be difficult to retrieve it via the woodlands.

The woodland area is often fly-tipped. A short discussion took place about where the fly-tipping might come from and what actions can be taken to minimise it. Cllr Alexander suggested to engage with the local community and inform them of proper ways of disposing of household waste.

It was questioned if there would be issues with progress if ditches cannot be cleared due to wildlife nesting and whether the funds would be earmarked if this happens.

The council resolved to support this funding provided the camp residents are also approached.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour:</b> 8	<b>Vote Against:</b> 1	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 11. Parish Council ground maintenance services

A discussion was held over whether this should be approached as a commercial activity to generate revenue, or a reduced rate offer for the elderly and vulnerable. It was noted that this work will increase wear and tear on the machinery, increase insurance premiums to cover additional work, and the council will need a waste carrier's license. These need to be factored into the cost setting exercise.

It was suggested that a framework is developed to look into this in more detail at a future meeting. Maybe asking for feedback in the next newsletter, or a Facebook poll.

## 12. Aspire Landscape Management

The council resolved to accept the contract renewal quote for the three year fixed price as Pilgrims will not be in a position to cut the playing field pitches imminently and this will give them three years to get their plans put in place.

<b>Proposed:</b>	Cllr McClintock	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 13. Policies for approval documents to review.

#### 13.1. Employees job description

Only minor changes were requested:

- That the Clerk and RFO job descriptions are kept separate and if one person does both roles, they adopt both job descriptions
- That the layout of the bullet points under Assistant to the Clerk, postholder duties is aligned
- The hourly rate is taken off the steward job description
- The ad hoc work for the stewards should only be work that they are qualified to do

Cllr Wiffen thanked the staffing committee for the time they had taken to review the job descriptions. The council resolved to approve the job descriptions, amended as discussed.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Y Barker
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

#### 13.2. Job evaluation form

The council resolved to approve the job evaluation forms

<b>Proposed:</b>	Cllr P Barker	<b>Seconded:</b>	Cllr Alexander
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

#### 13.3. Amenities and Open Spaces Committee

The changes have come about in relation to a proposed climate change committee. It was decided to subsume this new committee into the existing AOS committee and change the terms of reference and objectives to reflect this change.

The council resolved to accept the change in name to Amenities, Open Spaces and Environment Committee.

<b>Proposed:</b>	Cllr Gathern	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 14. Finance

#### 14.1. Items for Payment and bank reconciliation

Items for Approval for Payment February 2021				
Method	Items for Approval for Payment in Feb 2021	Description	Total payable	VAT
Bacs	HMRC	February Contribution	£1,630.75	
Bacs	Salary	February salaries	£4,963.88	
Bacs	Kent Pension fund	January Pension Contribution	£909.40	
Bacs	Burden Bros Agri Ltd	Monthly mower servicing plan x2	£77.96	£13.00
Bacs	JRB enterprise	Economy dispenser refill waste bags	£215.94	£35.99
Bacs	Reimburse Parish Steward	Steel hook, multipurpose oil, WD40	£40.38	£6.73
Bacs	KALC event	Delivering the Green Agenda	£60.00	£10.00
Bacs	Thatch Creative	Logo design 25% deposit	£62.50	
<b>Total:</b>			<b>£7,960.81</b>	<b>£65.72</b>

Income				
Method	From	Description	Total received	VAT (if applicable)
Bacs	Metro Bank	Interest	£5.28	
Bacs	Parish Steward	Amazon	£8.98	
Bacs	Doswell Law Solicitors	Newsletter Advertising	£100.00	
Bacs	Ashford Borough Council	S106 Funds - SEC extension	£20,000.00	
<b>Total:</b>			<b>£20,114.26</b>	
Singleton Extension Project- S106 Funds				
Bacs	CostPlan	Project management	£1,410.00	£235.00
Bacs	Lancaster Builders	Payment for work carried out	£9,016.49	
<b>Total:</b>			<b>£10,426.49</b>	<b>£235.00</b>

	Credit card payment items for Information	Description	Total paid	VAT
<b>Account Number: 19079376</b>				
	Sainsbury's	Fuel	£50.19	£8.37
	The Electrical Counter		£24.04	
	Canva	Yearly subscription	£107.88	
	B&Q	Glue, glue gun and weather proof wood	£25.07	£4.18
	Amazon	Black&Decker vice pegs	£11.99	£2.00
	Wickes	socket and adaptor	£3.97	£0.67
	B&Q	Ryobi18V circ. Dowel screw	£86.14	£14.36
	The Electrical Counter	2 Gang double flush metal box	£4.17	£0.70
	B&Q	Framing square, spreader clamp, course cut	£25.73	£4.29
	Plusnet	Broadband and telephone	£57.00	£9.50
<b>Credit card Account: 24056805</b>				
	VJ Technology	Padlock for Great Chart	£14.40	£2.40
	VJ Technology	Titanium coated drill	£15.22	£2.54
	Dial Direct	Van insurance	£50.40	
	WH Smith	calendars	£22.98	
	B&Q	Heavy duty steel hook	£21.84	£3.64
	b&Q	Ryobi one impact driver and workshop vice	£125.00	£20.83
<b>Total:</b>			<b>£646.02</b>	<b>£73.48</b>

The council resolved to accept the items for payment

<b>Proposed:</b>	Cllr Tate	<b>Seconded:</b>	Cllr Sullivan
<b>Vote In Favour: 9</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

## 14.2. Grant applications for consideration

### 14.2.1. To consider Singleton Cubs Group grant application

Application to cover capitation, the cost of belonging to the Scouts Association, which is still payable despite groups not being able to run.

It was noted that capitation should be put aside each term from subscriptions, but that this has not been possible due to COVID and suspension of the group.

The council resolved that this application should be supported in the current situation as it benefits the young people of the parish, but that capitation should not be requested going forward under normal circumstances.

<b>Proposed:</b>	Cllr Ackrill	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour: 9</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

**15. Clerk’s Report and Update on Issues not Listed Elsewhere on the Agenda**

Please see Appendix Three.

The Clerk thanked the councillors for looking after the parish in her absence.

The remote meeting legislation runs out on 31 April 2021, Cllr McClintock asked councillors to lobby MP Damien Green to get this legislation extended.

**16. Correspondence**

- None

**17. Items for Information or Agenda for Next Meeting**

- Grounds Maintenance

**18. Date and Venue of Next Meeting**

The next scheduled Council Meeting will be held remotely on **Monday 8 March 2021 at 7.30pm**

Meeting closed at 10:00PM

Signed as a true record by:

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

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



## APPENDIX ONE



Good evening everyone,

I have distributed my monthly newsletter for January, a copy of which can be found on the Great Chart with Singleton Parish Council website.

In that newsletter I gave crime prevention advice with regards to protecting your sheds and garages from theft. Unfortunately, this month there has been a report of garden tools taken from a shed in Great Chart. Please can I remind you to keep garages and sheds locked when they are not in use. Also, it is advisable to security mark valuable items and keep the receipts somewhere safe. If you would like any further crime prevention advice, then please let me know. I can then put you in contact with our Crime Prevention Police Community Support Officer.

This past weekend there also has been a report of nuisance motorbikes along the footpath that joints Singleton to Great Chart. If you see nuisance vehicles such as these, please try to get the registration number, if it has one, and a description of the bike including colour, make, model and any distinctive features that it has. We also need to know where the bike was seen and its direction of travel. If you can take a video on your phone as well that is a great help but please do not put yourself at risk. Ideally report the bike to us straightaway so that we can deploy a patrol, if there is one available.

If anyone would like to speak to me then please let Ani know and she will put us in contact. Stay safe everyone 😊



## APPENDIX TWO

# Planning Decisions

February 2021

**Planning application Number: 19/00475/CONA/AS**

Parcel Q, Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition 14 **ABC: Permit PC: Supporting**

**Planning application Number: 20/01755/AS**

Great Chart with Singleton, Keepers Lodge, Vitters Oak Lane, Great Chart, Ashford, TN26 1JX Rear single storey kitchen extension **ABC: Permit PC: Supporting**

**Planning application Number: 20/01306/AS**

Site south of roundabout at, Bridge Road, Ashford, Kent Erection of a freestanding restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD), Goal Post Height Restrictor and Play Frame. **Withdrawn by applicant**

## APPENDIX THREE

# Clerk's Report – February 2021

**Thank you:** I would like to thank everyone who helped with all the parish council matters while I was away. Sadly, this included dealing with vandalism and fly-tipping in the parish.

**Community Governance:** Due to personal reasons with heavy heart but I decided to withdraw from the course and postpone it until next year.

**Lockdown:** As of 06<sup>th</sup> January 2021 the government announced the 3<sup>rd</sup> national lockdown, which still applies. The rules of this latest lockdown can be found on the government's [website](#). We are waiting for the government to review the legislation regarding remote meeting before May, until then all meetings will be held online.

**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.

