

# Great Chart with Singleton Parish Council

*Founded in December 1894*

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

**PRESENT:** Cllrs Ackrill, P Barker, Y Barker, Darvill, Gathern, McClintock, Sullivan (joined from Item 8.1), Tate, Wiffen.

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

The Chairman congratulated the Assistant to the Clerk on completing her CiLCA qualification.

### 1. Apologies for Absence

Cllr Alexander, Cllr Barrett (ABC), PCSO's

### 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 8.1 – Cllr Sullivan

Item 8.5 – Cllr McClintock

### 3. Minutes of the Previous Meeting

The minutes from the 8 February 2021 meeting 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 Wiffen
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 4. PCSO Report

The PCSO report was read by the Chairman. See Appendix One.

It was also noted that gates have been removed from some fields in Chilmington, off road vehicles are now using the fields.

### 5. Reports from Borough Councillors

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

Apologies received.

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

Not present due to technical issues

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

Cllr Howard-Smith wished to update on members grants. She provided financial assistance for a COVID volunteer group; Revelation who are running virtual events and shows during lockdown; Sk8side for purchasing new equipment; and SEC also received some finance support. The 2021/22 applications are now open. Ashford in Bloom will run again this year, a Singleton resident was one of the winners last year.

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

Not present

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

### **6.1. Cllr Farrell**

The KCC budget has now been agreed.

There will be a project working to mitigate the effects of COVID on young people.

Members will have £6K of grant money to award, on top of members grants, to help groups affected by COVID.

A property in Hoppers Way gained permission to thin out a hedge which shouldn't have happened. It was noted that the cut hedge has been left at the side of the A28, but this will be cleared shortly. Other properties will not be given this permission.

More Community wardens will be recruited and will deal with COVID suppression.

Cllr Farrell gave his apologies for the next meeting due to Purdah. He hopes to be present at the meeting after that and thanked the council for the last 4 years. The Clerk thanked Cllr Farrell for his help and support over the last 4 years.

### **6.2. Cllr Simkins**

Not present

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

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

No meeting has been held but one is due to discuss the changes to the design code and NPPF wording.

The application from KCC for the second roundabout has been withdrawn.

There is no update yet on the pumping station location in relation to the Long Length junction.

Planning applications in areas with run off into the Stour are currently on hold due to the issues across Stodmarsh.

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

Nothing to report. Hoping to start reopening as the lockdown restrictions lift.

Pilgrims FC will start playing again from April.

### **7.3. Singleton Spaces**

The Centre decided to reopen as a takeaway on the weekends. The first weekend was a really good start, but the second weekend was not as profitable. It is however, a step in the right direction.

The containers extension are nearly finished with outside painting nearly completed.

### **7.4. Amenities, Open Space and Environment Committee**

Meeting held. Lots of projects in the pipeline which will be publicised once further plans are made.

There will be a focus on trees in the next newsletter. Planting trees is one of the best ways to combat climate change.

One project will be to introduce policy allowing the council to be carbon net zero by 2030. The first plan will cover up to 2025 and then a second plan to 2030. There needs to be a measure taken of the council's carbon footprint as a baseline. This could be carried out by a contractor, in collaboration with nearby council's if they wish to join.

It was suggested that a volunteer friends' group be set up for Colemans Kitchen Wood to ensure that this important historic woodland is not lost.

#### **7.5. Staffing Committee**

A meeting was held with the main discussion being about taking on an apprentice to work alongside the Parish Stewards. This was decided against at the current time as there aren't enough hours to put forward and the application cut-off date for Hadlow college is April so too soon. This could be merged with Kingsnorth PC for next year.

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

A resident has queried the ongoing footpath closure in the Singleton Centre. Phase 1 is due to finish at the end of March, so they are still within timescales.

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

#### **8.1. Planning Application number [21/00220/AS](#)**

30 Haymakers Lane, Singleton, Ashford, Kent, TN23 4GN Convert part of existing garage into a study – **Cllr P Barker**

The precedent has been set for garage conversions in this road. There will be no loss of parking space. The council resolved to support this application.

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

#### **8.2. Planning Application number [21/00276/AS](#)**

Coach House, Ashford Road, Great Chart, Ashford, Kent, TN26 1JL Installation of freestanding Air Source Heat Pump to rear of property- **Cllr Y Barker**

This is for a unit that goes outside the back of the house, it is not attached to the building, but the building itself is listed hence the application. The council resolved to support this application.

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

#### **8.3. Planning Application number [21/00321/AS](#)**

43 The Bulrushes, Singleton, Ashford, Kent, TN23 5GD Proposed two storey rear extension – **Cllr McClintock**

This is a very small development as only 1.8m in depth across the back of the building so it only just exceeds permitted development. The council resolved to support this application.

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

#### 8.4. Planning Application number [21/00352/AS](#)

2 Greyhound Chase, Singleton, Ashford, Kent, TN23 5LL Two storey rear extension with part pitched part flat roof, roof light to ground floor extension, solar tunnel to the existing roof. – **Cllr Y Barker**

The proposed extension is a strange shape due to shape of the garden. Concerns were raised over the extension being too large for the plot size and no provision for parking.

The council resolved to object to this application.

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

#### 8.5. Planning Application Number [21/00340/AS](#)

Oaklands, Sandy Lane, Great Chart, Ashford, Kent, TN26 1JN Erection of building for use as a double garage with additional living accommodation (revision to 17/00591/AS) – **Cllr Y and P Barker**

This is to revise an existing application to change it from a home office and games room to residential use. The main body footprint is the not much different to the original plan but extended slightly to allow for use as kitchen/living room downstairs and bedroom upstairs. It is not proposed to be used as separate accommodation. ABC do not encourage separate accommodation to avoid it turning into a separate dwelling in the future.

The council resolved to support the application provided the original condition 4 is upheld to avoid it becoming primary accommodation.

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

### 9. Planning Decisions

Please see Appendix Two.

The map of the route change on Oxen Lease has now been received.

### 10. Vision Zero Strategy

Cllr Y Barker explained the consultation is open until 26<sup>th</sup> March and aims to achieve no fatalities by 2050. Nobody would disagree with this aim but it is very ambitious.

It was noted that the funding will need to be given to implement any ideas, and that KCC will need to take notice of local people's knowledge rather than wait for a fatality or serious injury to occur.

The council resolved to agree with Cllr Y Barker's comments being submitted, any further comments to be sent to the Clerk.

<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>

## 11. Policies for approval documents to review.

### 11.1. Amenities, Open Spaces and Environment Committee

The main change was the removal of the requirement for the Chair to be a member, he is always welcome to attend but it is not compulsory.

The council resolved to adopt the documents.

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

## 12. Finance

### 12.1. Items for Payment and bank reconciliation

ABC have given the PC £1786 as a transition payment following the abolition of the council tax support grant. This will now be additional income as the precept has already been agreed.

The council resolved to approve the payments and bank reconciliation.

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

#### Items for Approval for Payment March 2021

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	March Contribution	£1,561.94	
Bacs	Salary	March salaries	£4,766.98	
Bacs	Kent Pension Fund	February Pension Contribution	£909.40	
Bacs	The Play inspection Company	Annual inspection of Cuckoo and Great Chart Play park	£250.20	£41.70
Bacs	Burden Bros Agri Ltd	Maintenance fee	£38.98	£6.50
Bacs	Dor2Dor	Parish newsletter delivery	£504.00	£84.00
Bacs	Kent Professional Services	Printer & Photocopier	£127.51	£21.25
Bacs	Kent Association of Local Councils	Annual Planning Conference	£60.00	£10.00
Bacs	ADM Computing	Annual Microsoft Office 365 Licences	£1,461.24	£243.54
Bacs	Action with Communities-Rural Kent	Membership renewal	£105.00	
Bacs	JRB Enterprise	Dispenser refill waste bags	£223.20	£37.20
Bacs	Kent County Council	Hoxton Close - 20 mph zone scheme TRO	£2,995.00	
Bacs	Ashford Borough Council	Installing a new metal gate at GC	£789.11	£131.52
Bacs	Kalkwik	Newsletter printing	£969.00	
<b>Total:</b>			<b>£14,761.56</b>	<b>£575.71</b>

#### Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Metro Bank	Interest	£2.35	
<b>Total:</b>			<b>£2.35</b>	

#### Singleton Extension Project- S106 Funds

Bacs	Barker Computer Solutions	WIFI set up in new extension	£872.00	
Bacs	D Rolfe and Sons	Fitting units at SEC ext.	£1,112.98	
<b>Total:</b>			<b>£1,984.98</b>	<b>£0.00</b>

	Credit card payment items for Information	Description	Total paid	VAT
<b>Account Number:19079376</b>				
	Plusnet	Broadband and telephone	£57.60	£ 9.60
	Wildflower Papers	Recycled seed papers (Easter Egg hunt)	£27.73	£ 4.33
	Etsy	Plantable seed paper bee hexagon (50) (Easter Egg Hunt)	£20.95	
	Amazon	Self sealing printable seed packet (100)	£14.98	£ 2.50
	Amazon	200 A4 plastic punched pockets	£7.49	£ 1.25
	B&Q	Ryobi one multi tool	£85.50	£ 14.25
	Pass Ltd	PAT Testing book	£53.00	
	B&Q	Multi screw, flashlight	£26.99	£ 4.50
	Wickes Ashford	Equipment	£12.00	
<b>Credit card Account: 24056805</b>				
	Sainsbury's	Van Fuel	£50.24	£8.37
	Amazon	Heavy duty cables	£18.98	£3.16
	Dial Direct	Van insurance	£50.40	
	McColls	Battery	£9.30	
<b>Total:</b>			<b>£ 435.16</b>	<b>£ 47.96</b>

This image shows the Bank Reconciliation Statement as at 22 February 2021.

<b>Great Chart with Singleton Parish Council</b>			
<b>Bank - Cash and Investment Reconciliation as at 22 February 2021</b>			
<b><u>Confirmed Bank &amp; Investment Balances</u></b>			
<b><u>Bank Statement Balances</u></b>			
31/01/2021	Metro Bank Current Account	1,957.41	
31/01/2021	Metro Bank Instant Access	85,522.17	
31/01/2021	Metro Bank Credit Card 6934	119.10	
31/01/2021	Metro Bank Credit Card 8589	-249.84	
31/01/2021	NatWest Current	100.00	
31/01/2021	NatWest Reserve Account	187,704.58	
31/03/2020	Nationwide Business 1 Yr Fixed	203,304.03	
			<b>478,457.45</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1	Metro Bank Current Account		1,957.41
2	Metro Bank Instant Access		75,522.17
3	Metro Bank Credit Card		-130.74
4	NatWest Current Account		100.00
5	NatWest Reserve Account		187,704.58
6	Nationwide Business 1 Yr Fixed		203,304.03
Other Cash & Bank Balances			0.00
<b>Total Cash &amp; Bank Balances</b>			<b>468,457.45</b>

## 12.2. Credit Card Limit increase

The council resolved to increase the limit from £250 to £500 on the credit card (Account number 24056805) assigned to the Parish Steward, the Clerk's credit limit to remain £250

<b>Proposed:</b>	Cllr P Barker	<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. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

Please see Appendix Three

The Chairman congratulated the Assistant to the Clerk on completing her CiLCA qualification.

## 14. Correspondence

- Relevant emails have been forwarded

## 15. Items for Information or Agenda for Next Meeting

It is proposed that the Annual Meeting of the Electors will not take place in May due to COVID restrictions, but that the Annual Parish Council meeting will take place either in person or remotely.

## 16. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held remotely on **Monday 12 April 2021 at 7.30pm**

The meeting closed at 21:15

Signed as a true record by:

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

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



## Appendix One



I would just like to wish to apologise for not being able to make it this evening. However, I have distributed my monthly newsletter for February which can be found on the Great Chart with Singleton Parish Council website. I am also holding a digital surgery with Sergeant Bloomfield this Friday, 12<sup>th</sup> March from 1pm until 2pm. If you have any questions that you would like to ask then please email [csu.ashford@kent.police.uk](mailto:csu.ashford@kent.police.uk) before Friday. You will then be sent a joining link. It would be good to hear from you if you do have anything you would like to bring to my attention.

Unfortunately, there has been another report of theft from a back garden in Great Chart and a back gate being opened overnight in Singleton. Please can I remind you to keep gates and sheds locked when they are not in use. As mentioned last month, 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.

There was also a report of youths on the pavilion roof at Great Chart Playing Fields. Police officers attended but the youths ran away. Please report any incident such as this to us as soon as possible as there is a safety aspect to be considered.

For the second weekend in a row, there has been an Anti-social Behaviour Dispersal Order in place around South Ashford which included Singleton. This order enables officers and PCSOs to direct a person who has engaged or is likely to engage in anti-social behaviour, to leave a specified area and not to return for a period of 48 hours. This is a response to the increase of catapult incidents there have been in the area. Kent Police are taking positive action against those acting in an antisocial manner and those carrying catapults or other items intended to cause damage, intimidation, alarm, or distress. I will also continue to patrol the area.

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

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*March 2021*

**Planning application Number: 21/00007/AS**

Land to the south east of, New Street Farm, Chilmington Green Road, Great Chart, Kent  
The construction of 1 No detached four bedroom dwelling associated garage/outbuilding, parking, access, infrastructure and landscaping. **ABC: Permit PC: Supporting**

**Planning application Number 21/00016/AS**

12 Hoppers Way, Singleton, Ashford, TN23 4GP Single storey rear extension **ABC: Proposed Use/Development would be lawful.**

**Planning application Number 18/00207/AM02/AS**

Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Chilmington Green  
Amendment to application 18/00207/AS (Reserved Matters approval for the development of Parcel P for 99 dwellings, together with associated access roads, footpaths, drainage, car/cycle parking, groundworks, landscaping and infrastructure) for minor revisions to approved design and layout. **ABC: Amended Plans Approved**

# Appendix Three

## Clerk's Report – March 2021

**Congratulations:** I would like to congratulate Paula for achieving the Certificate in Local Council Administration qualification. Well done 🎉 🎊

**Lockdown:** From 08<sup>th</sup> March 2021 the government will ease the national lockdown in phases. The photo below highlights the key changes in the first phase and how those changes apply in different sectors.

**HM Government**

### STEP 1

8 MARCH

EDUCATION	BUSINESS / ACTIVITIES	SOCIAL CONTACT	LARGER EVENTS	TRAVEL
Schools and colleges open for all students Practical Higher Education courses	Wraparound care, including after school sports, to enable parents to work	Exercise and recreation with your household or one other person in a public outdoor place e.g. picnic or coffee Household only indoors Care home residents in England can nominate a single named visitor for regular visits	Funerals (30 people) Weddings and wakes (6 people)	Stay at home No domestic or international holidays

**COVID-19 ROADMAP 2021**

**Event:** An Easter Egg Hunt will be held during the Easter Holidays. 24 letters on eggs will be dotted around the parish, residents then will have to find each egg with a letter that will make up a spring saying. Everyone completing the hunt will receive a prize that they can collect from Singleton Environment Centre. The prize will be wildflower seeds in paper that can be planted in a pot or in a garden, see example.



It is very exciting that we can plan events for summer and beyond. Hopefully, the Pop-up Café can return soon too.

**John Wesley School:** I am pleased to say that the yellow zig zag lines outside John Wesley School now have been joined up. Hopefully, it will make school runs safer.

**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 😊