

Great Chart with Singleton Parish Council

Founded in December 1894

Meeting of the Parish Council held remotely on Monday 12 April 2021 Starting at 7.30pm MINUTES

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), PCSO Stevens, 5 members of public

Before the meeting started, the Chair made a short statement on the passing of HRH Prince Philip, Duke of Edinburgh on Friday 9th April peacefully at Windsor Castle that morning. The PC would like to pass on their condolences to the Queen and the rest of the Royal family at this sad time and in reverence to his passing a minute's silence was held by all.

1. Apologies for Absence

Cllr Wilford, Cllr Farrell (KCC), Cllr Simkins (KCC)

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, Darvill, McClintock, Sullivan

Item 7.3 – Cllrs Ackrill, Wiffen, McClintock

Item 15.2 – Cllr Sullivan

3. Minutes of the Previous Meeting

The minutes from the 8 March 2021 meeting were agreed to be accurate, and the council resolved to accept them as a true record.

Proposed:	Cllr P Barker	Seconded:	Cllr Sullivan
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

4. PCSO Report

PCSO Stevens noted that her recent newsletter was available on the parish website. The PCSO was aware that ABC are due to start clearance of the fly tipping along Chart Road and she has been asked to pay extra attention to the area. She has also made her colleagues aware of the issue. She has recently been patrolling the woodlands, giving advice on avoiding dog theft to dog walkers.

The shrubbery clearance in Ashford Community Woodland has led to the discovery of more litter than expected so will likely take longer to clear.

5. Reports from Borough Councillors

5.1. Cllr Barrett – Singleton East Ward

The removal of the fly tipping has already been discussed. The rear car park at the Singleton Centre shops has now been resurfaced. Cllr Barrett would like to carry out another walkabout with the Clerk, Cllr McClintock, and the management company to discuss the scheduled phase two work.

Cllr Barrett is still waiting more information regarding the Singleton Lake car park future plans.

Cllr Gathern questioned if the two mature trees removed as part of the phase one work were part of the original planning application. Cllr Barrett will look into this.

Cllr Gathern also questioned if improvements would be made to the pathways along the Mead Walk side of Singleton Lake. Cllr Barrett explained that funding was secured for this work in 2019 but COVID has delayed it. He will get an update and feedback.

5.2. Cllr Blanford – Weald Central Ward

Cllr Blanford noted that reorganisation of the planning department is going ahead and will provide better career progression for employees.

Cllr Blanford has put forward the PC suggestion that there should be an overflow car park for the SEC.

Cllr Blanford has visited the 6,666 trees planted in Chilmington. She has asked that they are mulched as they were planted in an old wheat field so weeds and old seed are starting to grow there.

Cllr Blanford noted the car parking issues around Coronation Drive and will investigate further after COVID restrictions are lifted.

Cllr Pickering has agreed to fund aerial photos of the Chilmington development

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

Not present (purdah)

6.2. Cllr Simkins

Not present (purdah)

7. Reports from Committees/Groups

To receive reports from committees

7.1. Chilmington Green Planning Working Group

Meeting held and minutes sent out.

Cllr Y Barker and a member of public attended a meeting with Dan Daley regarding a logo for the South Ashford Garden Community. The first draft was well received.

7.2. Great Chart Playing Fields

Meeting held and minutes sent out.

7.3. Singleton Spaces

Extension is finished except for the external painting on the older containers.

A tour will be arranged for the councillors once the extension is operational. A grand opening will happen post covid restrictions.

7.4. Amenities, Open Space and Environment Committee

Cllr Gathern and the Clerk met with Kent Wildlife Trust regarding plans for the North Field. Also discussed Kent Plan Bee and have a walkabout scheduled for 28 April with them to discuss suitable sites for pollinator friendly places to plant.

There was a break in at the allotments and some equipment was stolen. Police were informed.

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

Cllr P Barker noted that the wooden horse on A28 has lost its tail. This needs to be reported to ABC as it is getting into a poor state generally. Cllr McClintock asked Cllr Blanford to inform the council and she suggested it should be Stevensons that are approached. She will approach cultural services.

8. Planning Applications for Consideration this Month

8.1. Planning Application number [21/00446/AS](#) & [21/00447/AS](#)

Ninn Farm, Ninn Lane, Great Chart, Ashford, Kent, TN23 3DA New rooflight on inner slope and ground & first floor window on side elevation; replacement porch, new oil tank and shed, new car parking arrangements, sewage treatment plant- with Associated Listed Building app no 21/00447/AS- for further information please visit Ashford Borough Council website – **Cllr Y Barker**

This work is to bring the dwelling up to viable living space. There are no issues from a planning point of view. There is an associated planning application as it concerns a listed building.

Cllr Y Barker noted that the ABC planning team are not uploading application comments promptly. Cllr McClintock noted that when a plan is approved, comments are taken off immediately, could they be left on for approximately a year. Cllr Blanford asked for specific details so that the issue can be followed up.

The council resolved to support the application.

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

8.2. Planning Application Number [21/00468/AS](#)

The Cart Shed, Godinton Park, Godinton Lane, Hothfield, Kent Works of conversion to facilitate change of use of curtilage listed Cart Shed into an education building with new link corridor and WC addition with Associated Listed Building Application NO. 21/00469/AS – **Cllr P Barker**

The application is to re-purpose the building so that they can make better use of it. There are no issues from a planning point of view. The council resolved to support the application.

Proposed:	Cllr P Barker	Seconded:	Cllr Sullivan
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

9. Planning Decisions

Please see Appendix One

The PC are unhappy with the decision regarding the annex at Stone Cottage. Regarding the land north of Stubbs Cross, the PC objected regarding access, but this has been given permission with no changes.

10. Parish Council Meeting

Current legislation allowing remote meetings expires on 6th May, this has not yet been extended. It is proposed that business from both May council meetings is

conducted at a single face-to-face meeting on 17th May. There will be no additional attendees with reports for the Annual Meeting of the Electors being requested instead. The meeting will be COVID compliant, but no one will have to attend if they would prefer not to.

It was noted that the legislation to attend remotely may still be extended. Attendees will also be able to access free lateral flow tests in the days before the meeting if they wished to use them.

11. Litter Picking Scheme for Volunteers

This is similar to schemes that run elsewhere. The plan is to encourage volunteers who want to pick litter with friends or family. It would make them recognisable but does not make the PC liable.

It is proposed that the council adopt this scheme, then the PC will purchase suitable equipment to allow packs to be put together and advertised.

Cllrs thanked Cllr Y Barker for the work put into the proposal. The Love Where You Live slogan was agreed as the most positive and could possibly be carried across to other projects. Volunteers would sign a form that accepts liability for their own safety.

The council resolved to adopt the scheme.

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

12. Singleton Environment Centre

A trustee is a former NHS worker doing de-stress courses and would like to run sessions in the SEC extension. The councillors would be offered a free session as a test run. Cllr Wiffen will send more information nearer the time.

13. Policies for approval documents to review.

None for approval

14. Hoxton Close 20mph speed limit proposal

Consultation information has been sent out. A PC response needs to be submitted. Please send comments to the Clerk and she will amalgamate responses and submit them.

15. Finance

15.1. Items for Payment and bank reconciliation

The council resolved to approve the items for payment in April 2021 and bank reconciliation.

Proposed:	Cllr Darvill	Seconded:	Cllr P Barker
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

The following image shows the bank reconciliation report as at 15 March 2021. If you require an accessible version of this report, please contact the Parish Office

Great Chart with Singleton Parish Council

Bank - Cash and Investment Reconciliation as at 15 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2021	Metro Bank Current Account	10,988.97
28/02/2021	Metro Bank Instant Access	45,003.03
28/02/2021	Metro Bank Credit Card 6934	-187.14
28/02/2021	Metro Bank Credit Card 8589	-128.92
28/02/2021	NatWest Current	100.00
28/02/2021	NatWest Reserve Account	187,703.52
31/03/2020	Nationwide Business 1 Yr Fixed	203,304.03

446,783.49

All Cash & Bank Accounts

1	Metro Bank Current Account	10,988.97
2	Metro Bank Instant Access	45,003.03
3	Metro Bank Credit Card	-316.06
4	NatWest Current Account	100.00
5	NatWest Reserve Account	187,703.52
6	Nationwide Business 1 Yr Fixed	203,304.03
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	446,783.49

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	April Contribution	£1,560.07	
Bacs	Salary	April salaries	£4,766.78	
Bacs	Kent Pension Fund	March Pension Contribution	£909.40	
Bacs	Lister Wilder	Buckler Boot and industrial socks (if paid by 28/04/21 £82.24)	£90.33	£1.38
Bacs	Society of Local Council Clerks	Appraisal Techniques *2 - training	£78.00	£13.00
Bacs	Society of Local Council Clerks	How to use Canva - training	£36.00	£6.00
Bacs	Society of Local Council Clerks	People Management - training	£72.00	£12.00
Bacs	NALC	How to get Young people involved in local Councils - training	£51.71	£8.62
Bacs	Great Chart Cricket Club	Electricity Bill - grant payment	£252.85	
Bacs*	ProKil (paid 12 March 2021)	Survey and survey report of Youth Shelter at Cuckoo Park	£222.00	£37.00
Bacs	KALC	Annual membership	£1,944.00	£324.00
Bacs*	Medash	SUDS information sign Cuckoo Park	£61.20	£10.20
Bacs	Singleton Village Hall	Hall Hire- Pop up café	£37.50	
Bacs	Manutan	Large plastic box for archiving	£118.80	£19.80
Bacs	ADM	Change of licence for vice chair	£181.20	£30.20
Bacs	Adm	1 Hour remote support	£99.60	
Bacs	Ashford Borough Council	Maintenance work ACW	£2,000.00	
Bacs	C6 envelopes	Envelopes for flower seeds- Easter Egg Trail - Reimbursement	£9.75	£1.63
Total:			£12,491.19	£463.83

Income				
Method	From	Description	Total received	VAT
Bacs	Lena Mariot Foot health Practitioner	Newsletter Advertising	£55.00	
Bacs	Metro Bank	Interest	£2.35	
Total:			£57.35	£0.00

Singleton Extension Project- S106 Funds				
Method	From	Description	Total received	VAT
Bacs	D Rolfe and sons	Worktops, units	£200.00	
Bacs	S106 Funds	Cleaning products, keys and wildflower seeds	£503.30	
Bacs	S106 Funds	Furniture for Extension	£1,895.10	
Total:			£2,598.40	£0.00

Credit card payment items for Information	Description	Total paid	VAT
Account Number:19079376			
Plusnet	Telephone and Broadband	£57.36	£ 9.56
Wet and Forget	Algae removal	£54.99	£ 9.17
Land Registry	To identify ownership of a small openspace land on Reedmace	£6.00	
Amazon	Stamps for Easter Egg trail event	£9.99	£ 1.67
Credit card Account: 24056805			
Travis Perkins	Treated wood to repair fence and Great Chart Play park	£11.15	£1.86
McColls	Milk for SEC	£6.59	
Wilko	Water sprayer	£7.50	£1.25
Wilko	Grass seed and flower seed	£13.00	£1.00
Halfords	Wood paint	£10.80	
B&Q	Hammerte, finish dark green	£9.50	£1.58
Wilko	Bleach, brush	£3.15	£0.53
Dial Direct	Van Insurance	£50.40	
Pets at home	Poop bags	£6.00	
Wilko	string, cable tie, cleaning products	£21.55	£3.59
B&Q	shakeproof washer (steel)	£3.12	£0.52
Thanet Tool Supplies	socket	£2.50	
Total:		£ 273.60	£ 30.73

15.2. Bradbridge Green

The Clerk explained the situation and referred councillors to the documentation in the meeting pack. A discussion was held around the concerns of selling public land to private ownership. The original paperwork needs to be examined for any existing covenants that may prevent its sale.

Residents noted that there is definite evidence of rats around the properties concerned and this was confirmed by a councillor. It was suggested that a further report is requested from Bounty Pest Control or a second opinion sought. Residents were requested to send in any photographic evidence of the existence of the rats.

This item will be added to a future agenda for further discussion.

15.3. Chilmington Management Organisation

The council resolved that the CMO can use Cuckoo Park to conduct surveys regarding new ventures on the Chilmington development.

Proposed:	Cllr McClintock	Seconded:	Cllr Y Barker
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

15.4. Youth Shelter Cuckoo Park

The Clerk explained that there are three options to choose from and that option 2 may be the most suitable.

It was agreed that the third option needs to be confirmed as the cost quoted as this is low in comparison to other information. Further information is needed on the option to replace the shelter, but also on how the shelter posts will be protected from strimming and damp once in the ground. This will be added to a future agenda for further discussion.

15.5. IT Support

Although IT support was initially rejected, the IT support that has been needed is sometimes advanced, so some professional IT support is needed.

It was suggested that some of the issue's councillors are experiencing are related to the usage levels. Basic use on the iPad is not an issue, but more involved work cannot be carried out on the applications so a laptop may be more appropriate.

It was also suggested that a 3-month trial period of support be investigated, and commissioned if available, and during that time an assessment can be made of whether the issues are down to knowledge, user or hardware problems.

15.6. Cuckoo Park and Great Chart Repair works

Repairs for Cuckoo park will come out of the maintenance funds. The hanging baskets on the climbing net can be repaired by Aspire rather than replaced.

Although the replacement cost of the sand is high, it is lower than the cost of replacing the surface with another material. The sand cannot be contained more effectively without creating other health and safety issues.

The council resolved to accept the quote and to commission the work.

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

15.7. KALC membership

The council resolved to continue with the KALC subscription as it is a type of insurance policy and councillors and staff regularly access the training.

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

15.8. Coleman's Kitchen

Background information was provided with meeting pack. The CMO are enthusiastic about a Friends group for the woodlands, however a tree survey needs to be carried out to create a baseline of the current situation.

It was noted that this will also affect residents in Chartfields and those already living in Chilmington.

The council resolved to contribute £500 funding towards the tree survey. The PC would prefer that the whole wood be surveyed rather than just certain parts and would consider further funding at a future meeting if this should be needed.

Proposed:	Cllr McClintock	Seconded:	Cllr Wiffen
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

16. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

Please see Appendix Two

The council thanked Paula for her work on the successful Easter Trail

17. Correspondence

- Most correspondence is now via email and these have been forwarded where appropriate

18. Items for Information or Agenda for Next Meeting

- A28 wooden horse
- Yellow Land sale
- Tree survey findings
- Logo

19. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held, with staggered arrival times, on **Monday 17 May 2021 starting at 7.00pm at Great Chart Village Hall**

The meeting closed at 10:00pm

Signed as a true record by:

Cllr McClintock _____

Date: _____

Appendix One

Planning Decisions

March/April 2021

Planning application Number 18/00733/CONB/AS

Land adjacent The Barn, Chilmington Green Lane, Chilmington Green, Discharge of conditions 5,6,7,8,16 & 19 **ABC: Permit PC: General comment on road width**

Planning application Number 20/01702/AS

Site Office on Parcel B, Land and 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. – **Withdrawn by applicant**

Planning Application number 21/00052/AS

Unit 1, Sandy Lane Farm, Sandy Lane, Great Chart, Ashford, Kent TN26 1JN, Erection of two additional 8m x 10m buildings for use in connection with existing motor vehicle business. **ABC: Permit PC: No Comments**

Planning Application number 21/00086/AS

Annexe at, 1 Stone Cottages, Bartlets Lane, Chilmington Green, Ashford, TN23 3DW Removal of condition 4 on planning permission ref 16/00653AS to allow annexe to be occupied independently. **ABC: Permit PC: Objecting**

Planning Application number 21/00146/AS

8 Harvest Way, Singleton, Ashford, Kent, TN23 5WR Single storey rear extension to garage and conversion to habitable accommodation **ABC: Permit PC: No Comments**

Planning Application number 20/01806/AS

Land North of Stubbs Cross, Magpie Hall Road, Kingsnorth, Kent Construction of a Wastewater Pumping Station with associated vehicular access and landscaping bund. **ABC: Permit PC: Objecting**

Planning Application number 20/01745/AS

Daniels Water Farm, Vitters Oak Lane, Great Chart, Ashford, TN26 1JY For the erection of 55x9m storage unit. **ABC: Permit – PC: Support**

Planning Application number 20/01503/AS

Coldharbour Farm Bungalow, Daniels Water, Great Chart, Ashford, Kent, TN26 1JY Installation of sand school, erection of a pole barn on agricultural land. Extension of a

balancing pond and the change of land from agricultural to pond (sui generis)
(retrospective) **ABC: Permit PC: No Comments**

Planning Application number 21/00276/AS

Coach House, Ashford Road, Great Chart, Ashford, Kent, TN26 1JL Installation of freestanding Air Resource heat pump to rear of property. **ABC: Permit PC: Support**

Planning Application number 21/00220/AS

30 Haymakers Lane, Singleton, Convert part of existing garage into study. **ABC: Permit PC: Support**

Appendix Two

Clerk's Report – April 2021

COVID Pandemic update: From 12th April 2021 the rules around what you can or cannot do will change which means that some of the COVID-19 restrictions will be lifted. To find out more about which services will be reopening please visit the Governments [website](#).

Event: The Easter Egg Trail proved to be very popular over the Easter Holidays. It was lovely to see so many families taking part.

I am pleased to say that the **Pop-Up Café** is finally returning (subject to COVID guidelines). The sessions will start from 11.00 am and finish at 1.00 pm, the dates are:

- 14th July – Singleton Village Hall
- 11th August- Great Chart Village Hall
- 15th September – Singleton Village Hall
- 13th October – Great Chart Village Hall
- 10th November – Singleton Village Hall
- 15th December – Great Chart Village Hall



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 and she will be able to assist you.

Great British Spring Clean: It would be fantastic if this year the Parish Council pledged to take part in the Great British Spring Clean, the event will take place between 28th May – 13th June. We could have groups of two and cover a large area and as many streets as possible. Please let me know if you would like to take part and if yes, what streets/areas you are proposing to litter pick. This will help me to arrange collection of the rubbish collected.

The Police Cadets will be doing a litter pick in the parish on Saturday, 17th April, you are welcome to join that event too, starting at 1.00 pm from Singleton Village Hall.

Reporting: It is very important that if you see a fault, it is reported to the relevant authority so works can be arranged. It is often confusing to know who to report to so if in doubt you can check the Parish Council [website](#) where all the information you need to know is available. Did you know you can use What3Words to pinpoint the exact location of a fault? You can either access it via [website](#) or download the app on your smart phone.

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 😊