

Great Chart with Singleton Parish Council

Founded in December 1894

Annual Meeting of the Parish Council held on Monday 17th May 2021 At Great Chart Village Hall Starting at 7.00pm 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 Shorter (ABC), Cllr Ross (KCC) 1 member of public

Before the meeting began, Cllr McClintock welcomed those in attendance to the first face-to-face meeting in over a year. He explained that the Annual Meeting of Electors is again cancelled this year due to the COVID pandemic, however, reports from groups will be available to read on the Parish Council's website and in its annual report. Copies can also be obtained from the Clerk. The legislation to allow remote meetings was not extended, MPs were contacted and were supportive of the proposed extension, but the courts overruled the district council that appealed the decision, so parish councils have been forced to meet in person.

1. Election of:

1.1. Chair and Signing of the Declaration of Office

It was proposed that Cllr McClintock was nominated as Chair.

Proposed:	Cllr Darvill	Seconded:	Cllr Tate
Vote In Favour: 9	Vote Against: 0	Abstain: 1	MOTION CARRIED

1.2. Vice Chair, Signing of the Declaration of Office

It was proposed that Cllr Wiffen was nominated as Vice Chair.

Proposed:	Cllr Gathern	Seconded:	Cllr Ackrill
Vote In Favour: 9	Vote Against: 0	Abstain: 1	MOTION CARRIED

2. Apologies for Absence

Cllr Wilford, Cllr Howard-Smith (ABC), Cllr Barrett (ABC), Cllr Simkins (KCC), PCSO Stevens

3. Declarations of Interest

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

3.1. Disclosable Pecuniary Interests

None

3.2. Other Significant Interests

Item 15.3 – Cllr Ackrill, Wiffen, McClintock

3.3. Other Interests

Item 8.1 – Cllr Y Barker, Sullivan

Item 8.2 – Cllr Y Barker, Darvill, McClintock, Sullivan

Item 8.3 – Cllr Ackrill, Wiffen, McClintock

4. Minutes of the Previous Meeting

The minutes from the 12 April 2021 meeting were agreed to be accurate, and the council resolved to accept them as a true record.

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

5. PCSO Report

The Chairman read the report as the PCSO was not able to attend in person. Please see Appendix One

6. Reports from Borough Councillors

6.1. Cllr Barrett – Singleton East Ward

Not present

6.2. Cllr Blanford – Weald Central Ward

Cllr Blanford commented that it was nice to see everyone in person and congratulated Cllr McClintock on his re-election as Chairman. She gave apologies for Cllr Pickering. ABC staff are still not able to access the Civic Centre and this has been particularly difficult for the planning team as they have not been able to carry out site visits or follow up enforcement action effectively.

Ward grant money has been given for a defibrillator at Chilmington Green, and aerial photography of the development is also receiving some funding.

Cllr Blanford is working on the design of Discovery Park which is an ongoing project.

Cllr Blanford has not yet followed up on the issue of damage to the wooden horse statue.

Cllr Callum Knowles is the new mayor and would like to visit all the areas in Ashford that he is responsible for over the next year.

6.3. Cllr Howard-Smith- Singleton West Ward

Not present

6.4. Cllr Shorter - Washford Ward

Cllr Shorter commented that he is glad to be back at a face-to-face meeting, and is looking forward to seeing more people out in the community over the coming year.

Cllr Shorter noted that the planning committee is meeting face to face for the first time on Wednesday and this is a trial of the face-to-face procedures and will only discuss one application to see if the procedures work.

Pre-lockdown the proposed opening date for the Chilmington secondary school was September 2023, however the planning application hasn't been submitted to ABC so there is no confirmed completion date available as yet.

Cllr Y Barker raised the issue of pedestrian access to the primary school, and she will raise this further in an email to Cllr Shorter.

Cllr Shorter will email an update on the unfinished pavement on Lodge Close.

7. Reports from County Councillors (when in attendance)

7.1. Cllr Charlie Simkins

Not present

7.2. Cllr Dirk Ross

Cllr Ross introduced himself and said it was wonderful to be at the meeting. He was happy to be the representative for Kent County Council for the area. He has already picked up a few local issues to deal with from meeting people during the election period.

8. Reports from Committees/Groups

To receive reports from committees

8.1. Chilmington Green Planning Working Group

The group needs to arrange a meeting shortly. The main issues have already been raised under Cllr Shorter's section regarding school access.

8.2. Great Chart Playing Fields

There is a planned schedule of clearing, cleaning and decorating over the next couple of months to prepare the pavilion for hire once COVID restrictions end.

Work on the fields is also progressing, and Pilgrims FC are hosting their tournament weekend 17th&18th July.

8.3. Singleton Spaces

A completion meeting was held with Costplan and Lancaster builders.

The café fully reopened today so customers can now enjoy eating and drinking inside and out.

There will be a grand opening of the extension in July.

8.4. Amenities, Open Spaces and Environment Committee

Cllr Gathern and the Clerk met with Kent Wildlife Trust to talk about the H20 project and funding to put a pond into the North Field.

A walkabout showed them sites the council had thought of for wild meadows and the feasibility of them. They were very knowledgeable and generous with their time to help educate the council. The council is also talking to them about Kent Plan Bee.

All work proposed will need the public onside and this will involve education through signage, the newsletter and social media.

Public Participation: A member of public commented that it was nice to see everyone and that the issues he wished to discuss had already been raised.

9. Planning Applications for Consideration this Month

9.1. Planning Application [21/00743/AS](#)

17 Pearmain Way, Singleton, Ashford, Kent, TN23 5JL Single storey rear extension- Cllr McClintock

This application falls under permitted development rights as confirmed by ABC. The council resolved to support the application.

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

9.2. Planning application [20/01318/AS](#)

Prima Recycling Ltd, Ninn Lane, Great Chart, Ashford, Kent, TN23 3DA demolition of existing buildings and erection of 8 residential units with car parking and landscaping – Cllr Y Barker

This application is a revision of an existing application. It has been reduced from 8 to 6 units. There is also a reduction in the size of the overall application area.

There is a no PROW through the site, there is an acceptable level of parking and no objections have been made to the application.

The council resolved to support the application but is concerned about the possibility of creep onto nearby land and that decisions should be made after the Stodmarsh report has been published.

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

10. Planning Decisions

The Clerk read the planning decisions made. Please see Appendix Two

11. Election of Members to the following Committees

Committee	Members 2019-20	Committee members remained the same in 2020-2021 due to COVID pandemic.	Members 2021-2022
Finance Committee	Cllrs Darvill, Tate, P Barker, McClintock and Wiffen		Cllrs Darvill, Tate, P Barker, McClintock and Wiffen
Staffing Committee	Cllrs Wiffen, Y Barker and Sullivan and Angus Willson		Cllrs Wiffen, Y Barker, McClintock, Sullivan and Alexander
Environment, Amenities and Open Spaces Committee	Cllrs Gathern, P Barker and Wiffen		Cllrs Gathern, P Barker and Wiffen
Complaints Committee	Cllrs Darvill, Y Barker, Gathern, McClintock and Tate		Cllrs Darvill, Y Barker, Gathern, McClintock and Tate
Chilmington Green Planning Working Group	Cllrs Y Barker, Sullivan, Tate, P Barker, McClintock and representatives of the public		Cllrs Y Barker, Sullivan, Tate, P Barker, McClintock and representatives of the public

12. Review and Appointment of PC representatives to Outside Organisations

Organisations	Representatives 2019-2020	Representatives 2020-2021 were same as previous year due to the COVID Pandemic	Representatives 2021-2022
Toke and Streeter Almshouses	Cllr Tate		Cllr Tate
Kipps & Morecock	Cllr McClintock		Cllr McClintock
Great Chart Village Hall	Cllrs Tate and McClintock		Cllrs Tate and McClintock
Singleton Village Hall	Cllrs Wiffen		Cllrs Wiffen
Bean Fund	Cllr McClintock (ex officio)		Cllr McClintock (ex officio)
Barrow & Spade Brigade	Cllrs P Barker and Gathern		Cllrs P Barker and Gathern
KALC (Ashford) Forum	Cllr Y Barker and P Barker		Cllr Y Barker and P Barker
Parish Forum	Cllr Wiffen		Cllr Wiffen
Chilmington Green Stakeholders	Cllrs Y Barker, McClintock and Wiffen		Cllrs Y Barker, McClintock and Wiffen
Great Chart War Memorial Trusts	Cllr McClintock (ex officio)		Cllr McClintock (ex officio)
Friends of Singleton Lake	Cllr McClintock		Cllr McClintock
Singleton Spaces	Cllr McClintock		Cllr McClintock, Cllr Gathern

13. Policies for approval documents to review.

13.1. Appraisal Policy and Appraisal form

Staffing committee looked at a number of appraisal policies and undertook training from SLCC. The proposed form is in the attached documents. The council resolved to accept this form.

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

13.2. Standing Orders – postponed to next meeting

13.3. Code of Conduct – postponed to next meeting. This is a new code specifically for councillors.

14. Ashford Community Woodland

A huge amount of work has been carried out. 34 tonnes of rubbish in eight transit vans was removed by Biffa. The money that the PC contributed has been well spent. A small amount of fly tipping has happened since the work was done. However, Ashford Community Woodlands are really pleased with the work and the police and PCSO are going to keep a closer eye on the area.

Thanks to Cllr Barrett for working with ABC to get this project carried out.

Cllr Shorter noted that a fly tipping hit squad is in the process of being appointed.

15. Finance

15.1. Items for Payment

A discussion was held on the costs of providing dog mess bags and the difference it has made to the issue of dog fouling. It was agreed that the monies spent are worth the improvement it has made to the area. It was suggested that better signage around using all bins for dog poo may improve the issue of dog mess being bagged up but not being put in a bin.

The council resolved to accept the items for payment.

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

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	May Contribution	£1,659.96	
Bacs	Salary	May salaries	£5,023.54	
Bacs	Kent Pension Fund	April Pension Contribution	£909.40	
Bacs	ADM	Domain Name renewal 2 yrs	£108.00	£18.00
Bacs	JRB enterprise	Two dog glove waste bag dispensers	£198.60	£33.10
Bacs	JRB enterprise	Dog glove refills	£223.20	£37.20
Bacs	Burden Bros Agri Ltd	Monthly maintenance fee	£38.98	£6.50
Bacs	Bounty Pest Control	Consultancy Survey and Report of Bradbridge Green	£180.00	
Bacs	Parish Noticeboards	2 Noticeboards for Chilmington	£1,836.00	£306.00
Bacs	Playdale	Gate spring to replace spring at Great Chart Playpark	£62.52	£10.42
Bacs	Kent County Council	Hoxton Close 20 mph speed limit scheme	£1,448.00	
Bacs	Zurich	Singleton Spaces insurance	£1,901.91	
Bacs	Reimburse Assistant to Clerk	200 C6 Envelops for Easter egg Trail	£9.75	£1.63

Bacs	Medash Signs	Information Signs for Cuckoo Park Suds	£64.80	£10.80
Total:			£13,664.66	£423.65

Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Ashford Borough Council	Precept	£134,755.00	
Bacs	Metro Bank	Interest received	£5.16	
Total:			£134,760.16	

Singleton Extension Project- S106 Funds

None to report				
Total:			£	£0.00

Credit card payment items for Information	Description	Total paid	VAT
Account Number: 19079376			
Plusnet	Telephone and Broadband	£62.60	£10.43
Multicolour Limited	Danish Oil to treat wooden furniture at Cuckoo Park	£79.77	£13.30
Amazon	Paint and Graffiti removal	£12.59	£2.10
Diva Package	paint spray	£4.36	£0.73
Amazon	Graffiti remover	£15.09	£2.52
Aardvark Janitorial Supplies	Black refuse sacks	£17.00	£2.83
MVR Autoparts Ltd	Sticky stuff remover	£4.01	£0.67
Credit card Account: 24056805			
Dial Direct	Van Insurance	£50.40	
Sainsbury's	Diesel and unleaded petrol	£85.13	£14.19
B&Q	Buckets, sponge, brush and algae remover to clean street name plates	£21.38	£3.56
Wilko	White spirit and water sprayer	£11.25	£1.88
Wickes	WD40, Quick set concrete, timber fence post	£59.00	£9.83
Total:		£ 422.58	£62.04

15.2. Youth Shelter Cuckoo Park

This has been put back on the agenda as the Option 3, £3k cost from the last discussion was queried and found to be underestimated and no longer available. There are now two options to choose from. The council resolved to choose Option Two.

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

15.3. Singleton Environment Centre

It was suggested that insurance costs could be paid monthly to allow for better budgeting. It was suggested the computer cost should be applied for through the grant application process. The council resolved to pay the insurance costs.

Proposed:	Cllr Darvill	Seconded:	Cllr Gathern
Vote In Favour: 6	Vote Against: 0	Abstain: 4	MOTION CARRIED

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

Please see Appendix Three

17. Correspondence

- Allotment magazines

18. Items for Information or Agenda for Next Meeting

- Logo
- Start time of future meetings

19. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday 14 June 2021 starting at 7.30pm at Singleton Village Hall**

Closed session

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

20. Staffing Matters

The council approved the staffing committee's recommendation that the Assistant Clerk would be offered the role of Deputy Clerk carrying the National Joint Council payscale points from 17-24 starting at 18 due to successful completion of the Certificate in Local Government Administration. This will provide business continuity as part of the council's succession plan.

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

The meeting ended at 8:30pm.

Signed as a true record by:

Cllr McClintock _____

Date: _____

Appendix One



Good evening everyone,

I would just like to wish to apologise for not being able to make it this evening, especially as it is 'face to face'. However, I have distributed my monthly newsletter for April which can be found on the Great Chart with Singleton Parish Council website.

So far this month we have had a report of two males acting suspiciously in Great Chart. These males were looking over fences into residents' gardens. Please remember to keep your gates and sheds locked. As previously mentioned, 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 were also reports of a nuisance vehicle and catapults being used at Singleton Lake. A patrol did attend a catapult incident but there was no trace of the individuals. As always, please do report any incident such as these to us as soon as possible as there is a safety aspect to be considered.

I have also had reports of nuisance youths at the Singleton Centre on Hoxton Close. I am currently working with the centre's management company to see what can be done to help with this situation. Councillor Bill Barrett and I will also be there for a meeting this Wednesday to discuss any issues.

Finally, there was an incident that took place between 11th and 13th May where 30 manhole covers were taken from Knoll Lane. Kent Police would like to hear from anybody who saw people acting suspiciously in the area over this period. These people may have had the appearance of highway workers with a vehicle. We are asking anyone who drove along Knoll Lane with dashcam to check for footage that may assist with the investigation. Anybody with information is urged to call Kent Police.

As with all the incidents mentioned above, I will patrol and pay attention to the area much as I can and deal with any issues accordingly.

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

Stay safe everyone

PCSO Catherine Stevens

Appendix Two

Planning Decisions

April - May 2021

Planning application Number 21/00321/AS

43 The Bulrushes, Singleton, Ashford, Kent, TN23 5GD Proposed two storey rear extension. **ABC: Permit PC: Support**

Planning application Number 18/00677/CONA/AS

Land at Chilmington Green, Ashford Road, Great Chart, Kent, Discharge of Condition 1 **ABC: Refuse PC: No Comment**

Planning application Number 19/01032/CONA/AS

Parcel R, Land at Chilmington Green, Ashford, Road, Great Chart, Kent Discharge condition 9 **ABC: Refuse PC: Support**

Planning application Number 21/00352/AS

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

ABC: Refuse PC: Object

Planning Application Number 18/00207/AM04/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 the Insertion of doors to 50% of car barns on Plots 1 and 2. **Amended Plans Approved.**

Planning Application Number 18/00207/AM05/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) amended soft landscape plans, incorporating the following tree species substitutions in line with KCCs comments: Tilia x euchlora substituted with Tilia cordata Rancho. Malus Everest substituted with Crataegus x lavalleyi Malus Rudolph substituted with Crataegus x prunifolia Splendens Malus Trilobata substituted with Sorbus aucuparia Asplenifolia **Amended Plans Approved.**

Planning Application Number 18/00207/AM06/AS

Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Chilmington Green
Non-material minor 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 french doors in lieu of window to rear elevation of plot 91. **Amended Plans Approved**

Planning Application Number 21/00340/AS

Oaklands, Sandy Lane, Great Chart, Ashford, Kent, TN26 1JN **ABC: Refuse PC: Support**

Planning Application Number 21/00099/AS

68 Bucksford Lane, Singleton, Ashford, Kent, TN23 4YR Lawful development certificate – proposed single storey rear extension. **ABC: Proposed Use/Development Would be Lawful**

Planning Application Number 21/00344/AS

Keepers Lodge, Vitters Oak Lane, Great Chart, Ashford, TN26 1JX Lawful Development Certificate- proposed – Erection of timber framed Annexe **ABC: Proposed Use/Development would be lawful**

Planning Application Number 20/00303/CONA/AS

Buxford Mill, Bucksford Lane, Singleton, Ashford, Kent, TN23 4TZ Discharge of conditions:
3a, 4 &8 **ABC: Grant Consent**

Planning Application Number 18/00733/CONC/AS

Land adjacent The Barn, Chilmington Green Lane, Chilmington Green, Discharge
condition 4,20 **ABC: Permit PC: No Comments**

Appendix Three

Clerk's Report – May 2021

Welcome back to our very first face to face meetings! It is lovely to see you all again in person. What a strange year we had!

COVID Pandemic update: From 17th May 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 please visit the Governments [website](#).

Event: Look out for events in May and early June! We are going to run a dog poo campaign raising awareness to the blight of hanging dog poo bags in hedges. We are also going to take part in the Great British Spring Clean. Still looking for volunteers for the event ☺ so if you fancy taking part, please let me know.

Please note the dates of the **Pop-Up Café**

- 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.

20 mph Speed Limit: I am pleased to say that the scheme to restrict the speed limit on Hoxton Close and various other roads in Singleton has been approved and will soon be implemented. A weeklong campaign is planned to raise awareness to the new speed limit. Great Chart Primary School and John Wesley school are both designing a poster that will be displayed on a banner outside the schools reminding drivers of the new speed limit.

Green Gym: Thank you to the group for tidying up around Singleton Village Hall, also for trimming the hedge back on Bradbridge Green and for cutting the vegetation back on Great Chart Playing Fields. Here are some before and after photos:





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 😊