

Great Chart with Singleton Parish Council

Founded in December 1894

Meeting of the Parish Council held on Monday 14th June 2021 At Singleton Village Hall Starting at 7.30pm **MINUTES**

PRESENT: Cllrs Alexander, P Barker, Y Barker, Gathern, Sullivan, Tate, Wiffen.

ALSO PRESENT: Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Cllr Blanford (ABC), Cllr Barrett (ABC), Cllr Howard-Smith, Cllr Ross (KCC) 1 member of public

1. Apologies for Absence

Cllrs Ackrill, Darvill, McClintock, Wilford. Cllr Simkins (KCC) and 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

Cllr Y Barker – Items 7.1, 7.2

Cllr P Barker – Items 7.1, 7.4

Cllr Sullivan – Items 7.1, 7.4

Cllr Wiffen – Item 7.3

3. Minutes of the Previous Meeting

The minutes from the 17 May 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: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

4. PCSO Report

Cllr Wiffen read the PCSO report as PCSO Stevens was not able to attend the meeting. Please see Appendix One.

With regards to the speeding issues on the A28 it was suggested that the PCSO request police attendance at the times it is known to occur.

5. Reports from Borough Councillors

5.1. Cllr Barrett – Singleton East Ward

May has been a busy month. Cllr Barrett took part in a walkabout at SEC with the Clerk and the SEC centre manager to see the new extension that his ward grant contributed towards. He also met the person in charge of Blossoms of Hope based at SEC and agreed to contribute £500 of ward grant money to a project educating residents on how to grow food.

A walkabout took place around the recent woodland works with PCSO Stevens, and Cllr Barrett has contributed another £1500 for further work.

A walkabout took place around Singleton Lake car park with James Laidlaw from Aspire. The current quotes for long term work are £12K for the bridge replacement and £25K for the car park for a suitable solution between tarmac and hardcore. The boardwalk also needs repairing.

The Singleton Centre has a problem with a skateboarder at the moment. A request has been passed to the management company asking for a no skateboarding/ball games sign to be put up. It was suggested that alternative areas to skate could be investigated.

5.2. Cllr Blanford – Weald Central Ward

ABC have been running a recent litter campaign.

Cllr Blanford has been approached by Recoup who give advice on plastic recycling to parish councils and local community groups. This could be added to AOSEC agenda to discuss.

ABC are currently working on a blue plaque equivalent scheme using green plaques for people of importance who have lived in Ashford.

As part of the planning white paper plans, Ashford has been chosen as a pilot authority to trial plans to digitise the planning process. Funding will be available to help implement the work.

The wooden horse has been inspected and the lower areas are showing early signs of decay. ABC will contact the original artist to add some further artwork. This cannot wait until next year as people are known to climb it and this is a risk.

Middle Close in Great Chart has been resurfaced, but Coronation Drive has still not been done.

Cllr Blanford's ward walk is not until 5th November.

5.3. Cllr Howard-Smith- Singleton West Ward

There has been an issue with estate agents fixing their signs to road names. The companies were contacted to remove them. They were removed but more have since been put up.

A ward walk will take place on Monday 5th July at 7pm with the Chief and Deputy Chief Executives of ABC. The meeting place will be at the Singleton village sign.

5.4. Cllr Shorter -Washford Ward

Not present

6. Reports from County Councillors (when in attendance)

6.1. Cllr Charlie Simkins

Apologies received.

6.2. Cllr Dirk Ross

Cllr Ross has contacted the Singleton Centre management company separately regarding the car parking at the centre.

Cllr Ross suggested looking at skate facilities in the run up to the next Olympics as it will be an Olympic sport for the first time so may attract more funding.

Millbrook Meadow pylon markers are in a state of disrepair, so these have been reported.

The manhole covers issue is likely to continue so Cllr Ross has asked for a plan to change the metal ones to plastic.

The traffic light issues at the junction near Matalan have been reported and the work to resolve it has been brought forward by one week.

Cllr Ross is doing a drive around next week to look at an action plan for potholes.

Cllr Barrett asked that during Cllr Ross's talks with KCC could he ask them to look at the lighting on the cycle paths around the lake. Cllr Ross said this was an issue he was aware of, and he has also raised issues around the colour of the path, and the repetition of the bike/walk symbols on the path.

7. Reports from Committees/Groups

To receive reports from committees

7.1. Chilmington Green Planning Working Group

A stakeholder meeting was held recently. Occupation has reached 120 with more due to move in during June. A number of planning applications are being processed but they are mostly variations to existing applications.

CMO has had some challenging circumstances recently which are still not resolved. The community cabin has not yet opened as Hodson's have not yet signed over the land.

Residents are not happy that occupation levels are over 100 and no peak time bus service is yet running.

Access to the new primary school is not acceptable, it cannot be accessed without a car, and the route to the school currently takes drivers out of the development and back into it at another point.

Residents have raised concerns about lorry movements out of hours.

7.2. Great Chart Playing Fields

Meeting has been held. The AGM will be held on 30th June followed by a standard meeting on 21st July.

Discussions were had on the decoration work to be done at the pavilion.

Policy on benches to be written for the fields.

Hiring to start soon.

7.3. Singleton Spaces

Extension and satellite kitchen are both finished. Grand opening is planned for 31st July but this may change after latest COVID announcement.

7.4. Amenities, Open Spaces and Environment Committee

Last meeting postponed as numbers wouldn't have been quorate.

A plea was made for councillors to encourage people to send in tree competition entries.

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

MOP asked about electric vehicle charging points. In the village hall car park this could be a money-making scheme for the village hall and associations that run amenity buildings. This can be added to the AOSE committee agenda. It may be worth approaching ABC in case of bulk purchasing opportunities.

8. Planning Applications for Consideration this Month

8.1. Planning Application Number [21/00912/AS](#)

42 Tithe Barn Lane, Singleton, Ashford, TN23 4YY First floor side extension over existing garage and joining to main house- Cllr McClintock

There were no planning concerns. The council resolved to support the application.

Proposed:	Cllr P Barker	Seconded:	Cllr Tate
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

8.2. Planning Application Number [21/00936/AS](#)

Ashford Prep School, Ashford Road, Great Chart, Ashford, Kent, TN23 3DJ
Removal of internal walls and erection of new walls to form new rooms within the top floor flat located within southwest wing – Cllr Y Barker

There were no planning concerns. The council resolved to support the application.

Proposed:	Cllr Tate	Seconded:	Cllr Gathern
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

8.3. Planning Application Number [21/00988/AS](#)

Proposed Telecommunication mast on land at junction of Tithe Barn Lane and Singleton Hill, Singleton, Kent, Prior notification for proposed 20.0m phase 8 monopole C/W wrapround cabinet at base and associated ancillary works – Cllr P Barker

The proposed mast is high, but within the set limits. It is close to the road edge but doesn't affect line of sight.

Concerns were raised over the hum that may be generated when it is in use.

The application states that the NPPF is relevant, and that it fully accords with it.

Other sites were rejected as they are more difficult to build on. An alternative site was suggested in or around the what3words area of zips.span.loud

Significant efforts have been made to create a pleasing view as you enter Singleton from the bottom of Singleton Hill. The mast will be very obvious and will negatively impact the street scene.

It was suggested that the application is put on to social media asking that residents make their own comments.

It was noted that the council does not object to the mast in principal. However, the council resolved to object to the application on the grounds of its specific location, the nearness to the road edge, noise during use and the affect on the street scene. The council would welcome the opportunity to discuss alternative sites with the company involved.

Proposed:	Cllr Wiffen	Seconded:	Cllr Alexander
Vote In Favour: 6	Vote Against: 0	Abstain: 1	MOTION CARRIED

8.4. Planning Application Number [21/01003/AS](#)

Ashford Golf Complex, Bears Lane, Bethersden, Ashford, Kent, TN23 3BZ
Reserved matters application (details relating to layout, scale, appearance and landscaping) pursuant to condition 1 of outline planning permission 18/01592/AS for the erection of 10 no. – Cllr P Barker

There were no planning concerns. The council resolved to support the application.

Proposed:	Cllr P Barker	Seconded:	Cllr Y Barker
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

9. Planning Decisions

Please see Appendix Two.

10. Policies for approval documents to review.

10.1.1. Finance Risk Management

The draft minutes of the finance committee meeting have changes to the document highlighted.

The council resolved to approve the document.

Proposed:	Cllr Gathern	Seconded:	Cllr P Barker
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

10.1.2. Model Finance Regulations

The council resolved to approve the document.

Proposed:	Cllr Gathern	Seconded:	Cllr P Barker
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

10.1.3. Statement of Internal Controls

The council resolved to approve the document.

Proposed:	Cllr Gathern	Seconded:	Cllr P Barker
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

10.1.4. Code of Conduct

The council resolved to approve the document.

Proposed:	Cllr Gathern	Seconded:	Cllr P Barker
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

10.1.5. Standing Orders

The council resolved to approve the document.

Proposed:	Cllr Gathern	Seconded:	Cllr P Barker
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

11. Logo

The most popular suggested logos were shown and discussed.

The themes of people as trees, colours and the name will now be given to the logo designer who will come up with two logos and a vote will take place for the most popular.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

12. Action Plan

The Clerk requested councillors forward ideas for the next round of action planning.

13. Parish Council meeting time

This agenda item will be discussed at the next meeting to include those who were not present.

14. The Viewing Point

Bounty Pest Control have concluded that there is no evidence of rodent activity on the parish council land.

15. Finance

15.1. Annual Governance and Accountability Return 2020/2021

15.1.1. Section 1 Annual Governance Statement 2020/21

Cllr Wiffen read out Section 1 of the Annual Governance Statement. Points 1-8 were agreed by the councillors present, point 9 is not relevant to this parish council.

Proposed:	Cllr P Barker	Seconded:	Cllr Gathern
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

15.1.2. Section 2 Accounting Statements 2020/21

The council resolved to approve Section 2 of the Accounting Statements

Proposed:	Cllr P Barker	Seconded:	Cllr Gathern
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

15.1.3. Internal Audit

The council resolved to accept the internal auditors comments.

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

15.2. Items for Payment and bank reconciliation

The council resolved to approve the payments in June and acknowledge the bank reconciliation.

Proposed:	Cllr P Barker	Seconded:	Cllr Gathern
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 4 June 2021

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/04/2021	Metro Bank Current Account	6,613.15	
30/04/2021	Metro Bank Instant Access	117,501.14	
30/04/2021	Metro Bank Credit Card 6934	-203.41	
30/04/2021	Metro Bank Credit Card 8589	-123.26	
30/04/2021	NatWest Current	100.00	
30/04/2021	NatWest Reserve Account	219,431.25	
31/03/2021	Nationwide Business 1 Yr Fixed	204,160.13	
			547,479.00
<u>All Cash & Bank Accounts</u>			
1	Metro Bank Current Account	6,613.15	
2	Metro Bank Instant Access	117,501.14	
3	Metro Bank Credit Card	-326.67	
4	NatWest Current Account	100.00	
5	NatWest Reserve Account	219,431.25	
6	Nationwide Business 1 Yr Fixed	204,160.13	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		547,479.00

Method	Items for Approval for Payment in June 2021	Description	Total payable	VAT
Bacs	HMRC	June Contribution	£1,554.40	
Bacs	Salary	June salaries	£4,812.11	

Bacs	Kent Pension Fund	May Pension Contribution	£917.23	
Bacs	Zurich	Insurance renewal	£2,641.07	
Bacs	KCS Professional Services	Photocopier rental	£127.51	£21.25
Bacs	InteractiveM Ltd	Newsletter Printing	£994.00	
Bacs*	Prokil	Youth Shelter repair work	£1,638.00	
Bacs	KCC Commercial Services	Stationary Order (pens rulers, dividers, labels)	£65.76	£10.96
Bacs	Great Chart Cricket Club	Electricity bill (grant payment)	£270.05	
Bacs	PMVA Training	First Aid at Work - three days course	£1,432.80	£238.80
Bacs	Dor2Dor	Newsletter delivery	£576.00	£96.00
Bacs	KCC Commercial Services	Precision trimmer	£81.36	£13.56
Bacs*	APC Pure	Acetic acid to spray weed	£49.85	£8.32
Total:			£15,658.14	£388.89

Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	AO Retail	Refund	£30.00	
Bacs	Metro Bank	Interest	£4.82	
Total:			£34.82	

Singleton Extension Project- S106 Funds

Bacs	Lancaster Builders	Works carried out at SEC	£18,014.52	
Bacs	Singleton Spaces	S106 funds towards various items for the new extension	£1,923.60	
Total:			£ 19,938.12	£0.00

Credit card payment items for Information	Description	Total paid	VAT
Account Number: 19079376			
Plusnet	Telephone and Broadband	£57.00	£ 9.50
Royal Mail	Postage to send VAT claim	£0.85	
Sainsbury's	Salt,oil, flour to make playdough	£1.81	
Amazon	Prime membership (this will be refunded by Parish Steward)	£7.99	
Account Number: 24056805			
Dial Direct	Van Insurance	£50.40	

Sainsbury's	Fuel	£50.32	£8.39
Halfords	Ring clearview for towing	£19.99	£3.33
B&Q	Algae and mould remover, bucket, sponge to clean street name plates	£21.38	£3.56
Total:		£ 209.74	£ 24.78

15.3. Insurance renewal

A question was raised regarding ownership of the war memorial, who owns the war memorial and who should hold the insurance for it

Proposed:	Cllr P Barker	Seconded:	Cllr Wiffen
Vote In Favour: 7	Vote Against: 0	Abstain: 0	MOTION CARRIED

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

Please see Appendix Three

17. Correspondence

Review of correspondence received since the last meeting.

- Complaint email regarding parish council dog fouling campaign.

18. Items for Information or Agenda for Next Meeting

- Logo vote
- Time of meeting change
- Action plan
- Postponed Christmas dinner
- SID info update
- Wooden horse
- Community heroes

19. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday 12 July 2021 starting at 7.30pm at Great Chart Village Hall**

The meeting closed at 10:05pm

Signed as a true record by:

Cllr McClintock _____

Date: _____

Appendix One



Good evening everyone,

I would just like to apologise for not being able to make this evening, but I am on an officer safety training course. My newsletter for May has been distributed and is available on the parish council website.

Last Wednesday, Councillor Bill Barrett and I met and had a walk around Singleton Environment Centre. We were there to take a look at the area that had recently been cleared of fly-tipping and to see how we can deter nuisance vehicle entering the site. It was good to see that the Cub Scouts were using the centre that evening – they appeared to be on a nature walk. This reinforces why vehicles should be stopped from using the site. I will obviously patrol the area as much as I can but, as always, I would encourage anyone who sees vehicles driving around the centre to report them to us as soon as they can.

There was also a report of a catapult being used in the Harvest Way area of Singleton. I did visit a resident who had been affected by this to give advice and reassurance. As with nuisance vehicles, please do report any incident such as this to us as soon as possible as there is a safety aspect to be considered.

Kent Police has also received a report of speeding vehicles along the A28 Great Chart Bypass and surrounding area. A patrol did attend but there was no trace of these vehicles. I will be contacting Kent Police's Road Policing Unit to see if they can assist with this. However, in the meantime, if anyone would like details of how to set up your own Community Speedwatch group then please let me know.

Stay safe everyone

PCSO Catherine Stevens

Appendix Two

Planning Decisions

June 2021

Planning application Number 21/00007/CONA/AS

Land to the South East of, New Street Farm, Chilmington Green Road, Great Chart, Kent.
Discharge of condition 7 & 15. **ABC: Permit PC: Support**

Planning application Number 21/00838/AS

The Rainbow Centre, The Wyvern School, Great Chart Bypass, Great Chart, Ashford, Kent, TN23 4ER Notification of Prior Approval for proposed installation of 136x 340W Solar PV Modules mounted to the metal pitched roof areas on the easterly and westerly elevations.

Planning application Number 21/00585/AS

3 Hillcrest, Great Chart, Ashford, Kent, TN23 3AZ Erection of new garden room and store building to replace the existing building. **ABC: Permit PC: Support.**

Planning application Number 20/01466/CONA/AS

Buxford Hill, Bucksford Lane, Singleton, Ashford, Kent, TN23 4TZ Discharge condition 3(a), (b), (c), (e) **ABC: Grant Consent**

Appendix Three

Clerk's Report – June 2021

First Aid Course: Members of the council and council employees attended a three day Health and Safety at Work course. I am pleased to say that all attendees successfully completed the course.

Event: The campaign to raise awareness to dog waste collected and left hanging in bushes received positive response from most residents. We will continue to promote responsible dog ownership and encourage residents to clean up after their dogs.

Coleman's Kitchen: On Monday, 28th June 2021 volunteers will meet up to straighten the tree guards at Coleman's kitchen where the 6666 trees were planted not long ago. This is probably going to be during the day, but I hope some of you will manage to join us to help.

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.

Great British Spring Clean: As part of the Great British Spring Clean Cllr Sullivan helped litter picking behind the area of Singleton Village Hall while Cllr Wiffen using environmentally friendly chalk sprayed stencils promoting responsible dog ownership. I hope some of you have seen them dotting around. Using those stencils, we will be spraying in other parts of the parish too and hope it will help reducing dog fouling.

Bradbridge Green: The Parish Council received advice that local councils are not allowed to dispose of public open land. The residents requesting to purchase a land to extend their garden have been informed.

20 mph Speed limit poster competition: Pupils from the Great Chart and the John Wesley Primary Schools submitted entries for the 20 mph Speed Limit poster competition. The entries were amazing, and the judges found it difficult to pick the winners. The winning posters will be displayed outside the schools as a banner. The winners will receive a book voucher while others will receive a small gift thanking them for entering the competition. I would also like to say well done to everyone for the fantastic posters.

Stationery order: Please note you can place a stationary order to help you carrying out your duties as a councillor. If there is anything you need, for example pens, notebook or calendar, please let me know and I will order it for you.

Stress release: Jenny Tippen kindly offered a free Stress Release session for parish councillors. This will be a two day course focusing on how to deal and manage stress. The proposed dates for the event are the 17th & 24th July 2021. This will be held at Singleton Environment Centre. If interested, please confirm your attendance as soon as possible for booking purposes.

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 😊