

Great Chart with Singleton Parish Council

Founded in December 1894



Meeting of the Parish Council held on Monday 12th February 2024 at Great Chart Village Hall at 7.30pm **MINUTES**

PRESENT: Cllrs P Barker, Y Barker, D Gathern, Herring, McClintock, Tate, Wiffen.

ALSO PRESENT: Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk),
Cllr S Gathern (ABC), Cllr Blanford (ABC), 2 members of public.

1. Apologies for Absence

Cllrs Darvill, Sullivan, Cllr Hallett (ABC), Cllr Barrett (ABC).

The council noted the resignation earlier in the day of Cllr Alexander.

2. Declarations of Interest

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

2.1. Disclosable Pecuniary Interests

Cllr Wiffen - Item 10.1

Cllr Tate – Item 10.1

2.2. Other Significant Interests

None

2.3. Other Interests

Cllr McClintock – Items 7.1, 7.5, 7.6, 7.8

Cllr Gathern – Items 7.1, 7.3, 7.4, 7.5, 7.6, 7.8

Cllr P Barker – Items 7.1, 7.3, 7.7, 7.8

Cllr Wiffen – Items 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.8

Cllr Y Barker – Items 7.1, 7.3, 7.4, 7.5, 7.7, 7.8

3. Co-option

There has been very little interest in the existing Washford Farm vacancy. It was suggested that the current method of advertising is not working, and that a different way of attracting people needs to be identified.

4. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 15th January 2024 as a true record of the meeting.

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

5. Reports from Borough Councillors (maximum of 15 minutes)

5.1. Cllr Bill Barrett – Singleton East Ward

Not present, apologies received. No report submitted.

5.2. Cllrs Jessamy Blanford – Weald Central Ward

Cllr Blanford is involved in work to ban all development, even permitted, on the polluted Hoads Wood site, but identifying the multiple owners and notifying them all may be problematic.

The new waste contract with Suez will start in March 2024.

ABC are looking into the current maintenance plan for the wooden horse and continuing discussions with the Stevensons brothers.

5.3. Cllr Sally Gathern - Singleton West Ward

Written report submitted, please see Appendix One.

Cllr S Gathern also noted that she wrote to KCC about the A28 underpass after the last meeting and after the recent flooding, she has resubmitted a complaint as the work that was carried out has obviously not worked.

5.4. Cllr Clive Hallett - Washford Ward

Not present. No report submitted.

6. Reports from County Councillors (maximum of 10 minutes)

6.1. Cllr Charlie Simkins

Not present. No report submitted.

6.2. Cllr Dirk Ross

Not present. No report submitted.

7. Reports from Committees/Groups

To receive reports from committees

7.1. Planning Committee

A meeting was held and minutes have been circulated.

7.2. Singleton Spaces

There will be a music quiz on Saturday. Things are generally running well at the moment.

7.3. Environment Committee

A meeting was held and minutes have been circulated.

The recent walk around at the lake with parish and ABC councillors noted that work has taken place regarding vegetation, but there is still a lot to do. The current lighting needs significant improvement.

7.4. Stronger Communities

A meeting was held and minutes have been circulated.

A new storage fridge and fruit & vegetable rack have been purchased. These make the public area look tidier and more professional.

A growing number of volunteers are helping to run the area daily, and to pick up food from various shops. Cllr Y Barker thanked the Deputy Clerk for her exceptional work coordinating the volunteers and running the Community Fridge.

Survey work will be undertaken soon to gather data to help access grant funding in future.

7.5. Staffing Committee

The parish steward role is still vacant. The role will now be advertised as a full time role.

7.6. Great Chart Playing Fields

Cllr D Gathern has been voted in as the new Chair of the Great Chart Playing Fields Association.

Some of the football pitches have been destroyed by dirt bikers. In future this should be reported as a 999 crime in progress if the bikers are still on site.

7.7. Kent Association of Local Councils- Ashford Area Committee

No meeting held since last council meeting. Next meeting is scheduled for 7th March.

7.8. Parish Council Building

No updates since last meeting.

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

The Clerk thanked a present member of public for all her help with the fault reporting she does, and with supporting the community fridge.

Peter New (NHW) presented his report for February which can be found on the website. It focusses on preventing crimes, put nothing on show at home or in cars. Bethersden and

Kennington are being targeted for the keyless car thefts again, place your keys in a blocking box.

PN stressed the importance of reporting all crimes as this helps to create a pattern of crime and will provide proof of need for future police numbers.

PN provided an update on the car that collided with a policeman on duty, and the dirt bikers operating in the area.

PN has an information document on e-scooters based on information from Kent Police. He will also write a document on catapults and more, to help councillors use facts when discussing these issues.

PN suggested that the CMO are asked to update the Parish Council on their current status. The Clerk will contact them to produce a report ahead of the next parish council meeting.

PN thanked the council for their time, support and work with the community.

A member of public requested an update from the council on the traffic problems on The Street. Cllr Simkins was contacted again and a meeting was held with him, Parish Councillors and KCC Officers. A traffic survey will be carried out in March, and then the Parish Council will push for further work following this.

8. Planning Decisions

The planning comments and decisions were shown to the room and can be found at Appendix Two.

9. Policies and Procedures

To review and approve updates on the following policies.

9.1. Scheme of delegation

The document is a record of what is already happening, making it a formal agreement. The council resolved to accept the Scheme of Delegation.

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

10. Finance

10.1. Items for Payment

The council resolved to agree the items for payment in February and acknowledged the bank reconciliation.

Method	Items for Approval for Payment in February 2024	Description	Total Payable	VAT
Bacs	HMRC	Employer contribution	£2,041.26	
Bacs	Salary	February Salaries	£5,153.62	
Bacs	Kent Pension Fund	February Contribution	£1,679.19	
Bacs	Kent Association of Local Councils	Mastering Planning Application Responses	£60.00	£10.00
Bacs	Roadmac Surfacing Ltd	Tarmac footway entrances to the play park with kerbs.	£2,274.00	£379.00
Bacs	ADM Computing	Monthly support contract	£311.90	£51.98
Bacs	Singleton Village Hall	Hall Hire 19th February	£24.00	
Bacs	Singleton Spaces	Education activities January	£1,500.00	
Bacs	Clerk	Reimburse travel to conference	£151.64	
Bacs	Cllr Tate	Reimburse coffee purchase	£39.36	
Bacs	Kalkwik	Newsletter printing	£1,425.00	
Bacs	Singleton Village Hall	Hall Hire- 26 April Celebrating Women event	£80.00	
Bacs	Kingsnorth Parish Council	Play Park inspections	£150.00	

Bacs	Ashford Borough Council	Grounds maintenance - GCPFA	£4,248.00	£708.00
Bacs	East Kent Leaflet Distribution	Newsletter distribution	£595.20	£99.20
Bacs	Cleverly & Spencer	War Memorial Repairs	£5,023.50	
Bacs	Great Chart Village Hall	Hall booking- Improving Interviewing Skills training	£24.00	
Bacs	HR Advice	Recruitment process and pack	£480.00	
Total:			£5,260.67	£1,248.18

Payment for Information				
Payment Date	To	Description	Total paid	VAT (if applicable)
Bacs	Currys	Beko Fridge	£356.00	£ 59.33
Income				
Method	From	Description	Total received	VAT (if applicable)
Bacs	Great Chart War Memorial	Funds transferred to Parish Council	£ 6,493.71	
Total:			£ 6,493.71	

Credit card payment items for Information	Description	Total paid	VAT
Account Number: 19079376			
Onestream	Telephone and Broadband	£107.97	
Amazon	Webcam for office pcs	£51.98	£ 8.66
Account Number: 24056805			
RAC Business	Roadside Cover	£12.50	
GiffGaff	Mobile phone top up	£6.00	£1.00
National Association of Local Councils	How Local Councils can benefit from Levelling Up	£39.22	£6.54
GiffGaff	Mobile phone top up	£10.00	
GiffGaff	Mobile broadband	£10.00	
Amazon	Pack of 2 basketball nets	£13.58	£2.26
Lily's Social Kitchen	January Pop up Café	£28.25	
Canva	Annual subscription renewal	£107.88	£17.98
GiffGaff	Mobile phone top up	£10.00	
Total:		£ 397.38	£ 36.44

Proposed:	Cllr Herring	Seconded:	Cllr McClintock
Vote In Favour: 5	Vote Against: 0	Abstain: 2	MOTION CARRIED

10.2. Seating provision

Following a request from a resident it was proposed that in order to promote green travel, but also to provide places around the parish to rest, benches could be installed at the bus stops that do not currently have them.

Cllr Wiffen suggested that Stagecoach are initially approached to see if they have any

similar plans.

Cllr McClintock suggested a litter bin should be placed by each new bench, but this would need to be in agreement with ABC as they would be responsible for emptying them.

Cllr S Gathern suggested that an email is sent to the Bus User Forum members as Stagecoach and KCC attend the meetings.

The council resolved to delay the decision to next month once Stagecoach has been approached.

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

10.3. Portable Card machine

In order to help sales at future events, it has been suggested that a portable card machine be purchased. The council resolved to allow the Clerk, Chairman and Vice-Chairmen to determine which machine is the most suitable and to purchase it.

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

10.4. Microsoft Licence

As this is a necessary cost to allow the workings of the Parish Council to continue, the council resolved to approve the licenses and associated costs.

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

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

The report was shown to the meeting and can be found at Appendix Three.

The Clerk highlighted the need for residents to report issues directly to the relevant authority, waiting for parish council staff to be in the office can cause unnecessary delays.

12. Events attended.

Cllr P Barker – Environment committee, ABC Waste Contract presentation.

Cllr Sullivan – January Pop Up Cafe

13. Correspondence

- An email has been received regarding the state of the land outside Great Chart Primary School, and under the pylons at Cuckoo Park. It suggests that the Parish Council should take over responsibility for these areas.

It was noted that the Parish Council are not prepared to take on the costs of future drainage issues under the land outside the primary school. The Clerk will contact Persimmon homes referencing the complaint received.

The pylon areas will be visited and further clarity of where the resident is referring to will be sought.

- The Clerk received a number of complaints about the underpass being flooded.
- A resident from Daniels Water has asked for the area to be included in Project Gigabit to improve broadband connectivity rural areas as their service is currently poor.

14. Items for Information or Agenda for Next Meeting

- Bus stop seating

15. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday, 11th March 2024 starting at Monday 11th March at 7.30pm at Chilmington Cabin**

Closed session

To Resolve 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.

It was moved by the Chair that in pursuance of the Local Government (Access to Information) Act 1985 the press and public be excluded from the meeting during the discussion of the following item on the grounds that it is exempt information as defined in the Act.

16. Staffing

The recruitment pack has been put together following professional advice, and is now a solid document. The council resolved to approve the recruitment pack and advertise the role from tomorrow (13th February) for four weeks.

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

The meeting ended at 21:30pm.

Signed as a true record by:

Cllr Wiffen_____

Date:_____

Appendix One

Cllr Sally Gathern - Singleton West Ward

As requested at the Parish Council's last meeting, I reported the underpass and ongoing flooding issues to KCC.

As agreed at the Parish Council's Environment Committee meeting, I wrote to Aspire to ask how we can deliver the strategy proposed in the Bumblebee Conservation Trust's report.

I attended a 'Make Space for Nature' workshop which will inform the Local Nature Recovery Strategy for the Kent area.

I attended a tackling right-wing extremism training session from Small Steps, an organisation that works with those involved in far-right groups.

I attended the Parish Council's pop-up café in Lily's café and engaged with local residents.

I have raised concerns about the appalling amount of litter locally, not just in Singleton but across Ashford. Other councillors are keen to discuss strategies to tackle this as a cross-party issue.

Appendix Two

Planning Comments

January

Planning application number [PA/2023/2401](#)

Ninn Bungalow, Ninn Lane, Great Chart, Ashford, TN23 3DA

Construction of a replacement dwelling, carport, and associated works, following the demolition of the existing dwelling and garage.

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

Planning application number [NOT/2023/2390](#)

White Lodge, Sandy Lane, Great Chart, TN26 1JN

Prior approval for the change of use of agricultural buildings and land within its curtilage to 2no dwelling houses with associated operational development.

There were no planning related concerns.

The committee resolved to make no comment.

Planning application number [PA/2023/2281](#)

Gorseside Farm, Daniels Water, Great Chart, Ashford, Kent TN26 1JU

Pond Creation to promote the breeding of Great Crested Newts as part of Natural England's District Level Licensing Scheme

There were no planning related concerns.

The committee resolved to support the application.

Planning Decisions

January

PA/2023/1870

The Church Of St Mary The Virgin, The Street, Great Chart, TN23 3AY

Construction of new path (overlaid over existing historic path) from an existing entrance to the site along Ashford Road to the South Porch; alterations to internal floor levels to the South Porch to improve drainage; installation of new surface water drain at threshold; alterations to existing timber gates.

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0h8d000004D3KXAA0/pa20231870>

ABC: Approve. **PC:** Support

OTH/2023/1726

Agricultural Buildings and yard north west of Great Chilmington Farmhouse, Chilmington Green Lane, Chilmington Green

Details submitted of conditions 17 (sewage) and 18 (drainage) of planning permission 21/01163/AS

https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0h8d000002HawHAAS/oth20231726?c_r=Arcus_BE_Public_Register

ABC: Approve **PC:** No comment.

PA/2023/2401

Ninn Bungalow, Ninn Lane, Great Chart, Ashford, TN23 3DA

Construction of a replacement dwelling, carport, and associated works, following the demolition of the existing dwelling and garage.

https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw0000003BN7IAM/pa20232401?c_r=Arcus_BE_Public_Register

ABC: Approve **PC:** Support

PA/2023/2004

Land to the South of Chart Road, Ashford – Outline planning application (All Matters Reserved) for up to 760 sqm of Class B2 (general industrial) and B8 (storage and distribution) floorspace

<https://ashfordboroughcouncil.my.site.com/pr/a0h8d000000s6PfAAI>

ABC: Withdrawn. **PC:** Object

PA/2023/2109

Langley Lodge, Daniels Water, Great Chart, Ashford Kent TN26 1JU – Excavation of a 150m2 wildlife pond to specification to promote natural breeding of Great Crested Newts in the area

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw0000000Td7IAE>

ABC: Approve. **PC:** Support

Appendix Three

Clerk's Report – February 2024



Events: In February the **Pop-up Café** returns with two sessions. The first session will be held at Lily's Café, Singleton Village Hall starting from 10.00 am till noon and the second in Great Chart Village Hall from 2.00pm till 4.00 pm.

Storm damage: There is no further update however, the insurance company allocated £150 should the claim be successful.



Practitioner Conference. On the 31st of Jan and 1st of February we attended a conference organised by the Society of Local Council Clerks. The conference covered a wide range of topics and some very interesting talks. To give you an idea, here is the list of topics covered:
Understanding Generation Z, how to recruit, retain and motive the youngest generation. Discussion on Devolution and the pros and cons. Community Energy, and how communities can produce energy. Retaining volunteers, Environmental Action Planning and how to put a compelling business case together. There was also a session on Incident Planning from Shrewsbury Town Council who seems to encounter a number of serious incidents. After the first day we had a networking dinner followed by a quiz, our table came 4th out of 24. The next day started by a talk on Law and Local Government lead by a Director of Law and Governance (Monitoring officers), there was a session on Procurement, Effective Investigation of Disciplinary and Grievance and Employment Pay rates and holiday entitlement. The last session we attended was by the CEO of Ben Kinsella Trust on Stopping Knife Crime.

Newsletter: The latest edition of the parish newsletter has been delivered to all households and is also available on the [website](#).

Training:

Please regularly check the Kent Association of Local Councils website 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 at an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. If you have issues with accessing the website please email Laura Dyer at manager@kentalc.gov.uk and she will be able to assist you.

Tabling a motion for Parish council meetings: If you would like to request an agenda item, please send a motion at least seven clear days before the meeting via theclerk@greatchartsingleton-pc.gov.uk with the wording you would like to appear on the agenda. Please note, if the motion's wording is not clear, it could

be rejected, or you could be requested to resubmit the motion with better wording.

Community Heroes:












The number of Community Heroes are growing slowly but there is always room for more 😊. As always, if you can, please promote the scheme with your friends and family. More information can be found on the parish council’s [website](#). We are also looking for volunteers to help with the **Community Fridge**. If you know anyone who might be interested, please ask them to contact us for further information.

National Association of Local Councils: If you haven’t already please subscribe to [NALC’s newsletter](#). It has up to date information relating to the sector as well as news about the latest events.

Reporting: It is very important that if you see a fault, it is reported to the relevant authority immediately 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 [the website](#) or download the app to your smartphone.

Social Media: Please like and share our posts on social media so it can reach a wider audience. If you are on Facebook or Instagram ensure you give us a like and follow us 😊

Social Media engagement report for January 2024:

Page overview			Create a post	Last 28 days
Discovery				
	Post reach			3,117
	Post engagement			520
	New Page likes			8
	New Page followers			12
Interactions				
	Reactions			122
	Comments			4
	Shares			52
	Photo views			201
	Link clicks			23
Other				
	Hide all posts			0
	Unfollows			0