

# Great Chart with Singleton Parish Council

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## Notice of Meeting

### FOR THE ATTENTION OF:

**Cllrs: McClintock, Sullivan, Tate, Wiffen, Y Barker, Darvill, P Barker, Gathern, Alexander, Wilford and Ackrill**

### All Members are summoned to attend

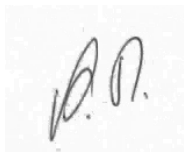
the monthly meeting of the Parish Council to be held on  
Monday, 8<sup>th</sup> February 2021

### Remotely via Microsoft Teams

The Agenda is attached

### Supporting Documents:

Item 3	Draft Minutes of the meeting held on 11 January 2021
Item 9	Planning Decisions
Item 10	Plans to secure Ashford Community Woodland
Item 11	Proposed Parish Council Ground Maintenance services
Item 12.	Aspire Ground maintenance quotation
Item 13.1	Employees Job description
Item 13.2.	Employees Job Evaluation form
Item 14.1	Items for payment and Credit Card payment list
Item 14.2.1.	Singleton Cubs Group grant application
Item 15.	Clerk's report



Date: 03 February 2021

Aniko Szocs

Clerk to Great Chart with Singleton Parish Council

# Great Chart with Singleton Parish Council

*Founded in December 1894*

## Meeting of the Parish Council to be held remotely on Monday 08 February 2021 Starting at 7.30pm AGENDA

### 1. Apologies for Absence

To receive and approve apologies for absence.

### 2. Declarations of Interest

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

#### 2.1. Disclosable Pecuniary Interests

Under Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

#### 2.2. Other Significant Interests

Under the Kent Code of Conduct for members relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

#### 2.3. Other Interests

Not required to be disclosed under 2.1 or 2.2, eg stated for transparency reasons alone such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

### 3. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 11 January 2021 as a true record.

### 4. PCSO Report

To receive a report from the PCSOs

### 5. Reports from Borough Councillors

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

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

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

#### 5.4. Cllr Shorter -Washford Ward

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

#### 6.1. Cllr Farrell

#### 6.2. Cllr Simkins

### 7. Reports from Committees/Groups

To receive reports from committees

#### 7.1. Chilmington Green Planning Working Group

#### 7.2. Great Chart Playing Fields

#### 7.3. Singleton Spaces

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

### 8. Planning Applications for Consideration this Month

#### 8.1. Planning Application number [20/01745/AS](#)

Daniels Water Farm, Vitters Oak Lane, Great Chart, Ashford, TN26 1JY For the erection of 55 X 9M storage unit-Cllr Y Barker

**8.2. Planning application Number [21/00086/AS](#)**

1 Stone Cottages, Bartlets Lane, Chilmington Green, Ashford, TN23 3DW  
Removal of condition 4 on planning permission ref 16/00653/AS to allow annexe to be occupied independently. -**Cllr P Barker**

**8.3. Planning application Number [21/00146/AS](#)**

8 Harvest Way, Singleton, Ashford, Kent, TN23 5WR Single storey rear extension to garage and conversion of garage to habitable accommodation. – **Cllr McClintock**

**9. Planning Decisions**

To receive update on planning decisions

**10. Ashford Community Woodland**

To review plans for securing the site and to consider supporting financially the works to improve the site's security.

**11. Parish Council ground maintenance services**

To agree on what principle, the council offer this service either as a commercial diversion or general service for older residents (over 70)

**12. Aspire Landscape Management**

To consider ground maintenance quotation

**13. Policies for approval documents to review.**

**13.1. Employees job description**

**13.2. Job evaluation form**

**13.3. Amenities and Open Spaces Committee**

To review and extend the objectives of the Amenities and Open Spaces Committee

**14. Finance**

**14.1. Items for Payment and bank reconciliation**

To agree items for payment in February and acknowledge bank reconciliation.

**14.2. Grant applications for consideration**

14.2.1. To consider Singleton Cubs Group grant application

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

Report on recent or ongoing activities.

**16. Correspondence**

Review of correspondence received since the last meeting.

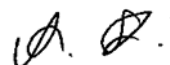
**17. Items for Information or Agenda for Next Meeting**

To receive items of information from members and/or for inclusion on next agenda.

**18. Date and Venue of Next Meeting**

The next scheduled Council Meeting will be held remotely on **Monday 8 March 2021 at 7.30pm**

Signed



Aniko Szocs- Clerk to Parish Council

If you wish to attend the meeting, please email to the Clerk to request an invite to the remote meeting [theclerk@greatchartsingleton-pc.gov.uk](mailto:theclerk@greatchartsingleton-pc.gov.uk)

# Great Chart with Singleton Parish Council

*Founded in December 1894*

## Meeting of the Parish Council to be held on Monday 11 January 2021 Held remotely Starting at 7.30pm

**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), Cllr Farrell (KCC), Cllr Simkins (KCC), 3 members of public

### 1. Apologies for Absence

Cllr Wilford, Cllr Howard-Smith (ABC), 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

Item 7.1 – Cllr Y Barker, Sullivan

Item 7.2 – Cllrs Y Barker, Darvill, McClintock, Sullivan

Item 7.3 – Cllrs Ackrill, Wiffen

### 3. Minutes of the Previous Meeting

The minutes from the 14 December 2020 were agreed to be accurate, and the council resolved to accept them as a true record.

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

### 4. PCSO Report

The Chairman summarised the PCSO report, it is available on the parish website.

### 5. Reports from Borough Councillors

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

Cllr Barrett made a plea for those eligible to take up the COVID vaccination.

The last fences have gone up around Singleton Lake to stop fisherman casting towards the houses. Anti-Social Behaviour and littering has gone down by 80% under the PSPO.

KCC have updated that the fly-tipping near Mock Lane will be cleared in the New Year. Cllr Barrett has asked that a structural defence is added once it is cleared to prevent further fly-tipping.

Cllr Barrett referred Cllr Gathern to his colleague Matthew Forrest for her enquiries on grant money to cultural related organisations, and to Cllr Andrew Buchanan for her enquiries on the Sevington border facility.

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

Cllr Blanford has received both of her COVID vaccination injections so is hoping to help with volunteer efforts where needed.

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

Not present – apologies received

**5.4. Cllr Shorter -Washford Ward**

Not present

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

**6.1. Cllr Farrell**

Cllr Farrell noted that he has been trying to obtain the EIA relating to the Sevington border facility but has been told it's release is not in the public interest.

KCC budget cuts mean there is a currently a freeze on community warden recruitment. Cllr Farrell is pushing for a reorganisation of areas as the current cover is patchy.

**6.2. Cllr Simkins**

Cllr Simkins noted that Highways England are responsible for the M20, and that the Minister has written to KCC to thank everyone for their help during the recent border closure. There was a lot of individual help from residents. Litter from Operation Stack has now been cleared.

He made a plea for councillors to promote the Stay At Home message.

Cllr Gathern has written to Cllr Simkin about the use of neonicotinoids now that we are no longer in the EU as this contradicts KCC's Plan Bee. He has received the email and will respond.

**7. Reports from Committees/Groups**

**7.1. Chilmington Green Planning Working Group**

Nothing to report.

**7.2. Great Chart Playing Fields**

New fire alarm is being fitted. Otherwise nothing to report.

**7.3. Singleton Spaces**

SEC extension is still progressing slowly and should be complete by the end of January. There have been a couple of variations to the original plans, and the costs of these will be covered by the builders instead of using the penalty clauses.

Furnishings are being chosen over the next week or two.

The decision to keep the centre closed under lockdown was made to promote the stay at home message. A number of NHS bookings for vaccination training are being honoured but it is otherwise closed.

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

No questions or comments made.

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

**8.1. Planning application number [20/01755/AS](#)**

Keepers Lodge, Vitters Oak Lane, Great Chart, Ashford, TN26 1JX, Rear storey kitchen extension – **Cllr Y Barker**

The dwelling is not overlooking any other buildings and fits with the existing style of the building. The council resolved to support the application.

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

### 8.2. Planning application number [20/01702/AS](#)

Site Office on Parcel B, Land at 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 – **Cllr McClintock**

A discussion was held around the proposed timelines of the need for the roundabout, the construction of the secondary school and the occupation of the 2,000<sup>th</sup> house.

The council resolved to object to the amendment. The access point should be built as per the S106 agreement and not based on house occupancy.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 8.3. Planning application number [20/01306/AS](#)

Erection of free-standing restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Display (COD), goal post height restrictor and play frame – **Cllr McClintock**

Cllr Wiffen suggested the plan should be objected to until the road is turned into a dual-carriageway.

The parish council resolved to object for the reasons given by KCC Highways i.e. the impact on the tank roundabout, the possibility of queuing cars obstructing the highway and access for delivery vehicles.

<b>Proposed:</b>	Cllr McClintock	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 9. Planning Decisions

The planning decisions were noted. See Appendix One.

## 10. St Mary's in Great Chart

The council resolved to support the proposed ideas, but this does not include financial support.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Ackrill
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 11. Finance

### 11.1. Items for Payment and bank reconciliation

Credit card payment items for Information	Description	Total paid	VAT
<b>Account Number: 19079376</b>			
FuelGenie	Fuel-November 2020	£140.27	£ 14.68
Plusnet	Telephone and Broadband	£61.25	£ 10.21
Canva	Monthly subscription	£10.99	
Amazon	1 box of 100 disposable gloves	£18.90	£ 3.15
Amazon	100 pk 3ply face masks	£10.95	£ 1.83
<b>Credit card Account: 24056805</b>			
Great Chart Fencing	rail fencing and fixings	£25.50	£4.25
B&Q	Deicer 500ml x2	£3.94	£0.66
Sainsbury's	Diesel for van	£50.27	£8.38
B&Q	Wood paint	£11.00	£1.83
Dial Direct	Van insurance	£50.40	
<b>Total:</b>		<b>£ 383.47</b>	<b>£ 44.99</b>

### Items for Approval for Payment January 2021

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	January Contribution	£1,561.98	
Bacs	Salary	January salaries	£4,767.16	
Bacs	Kent Pension fund	December Pension Contribution	£909.40	
Bacs	Sainsbury's Fuel station	Refuelling the van (reimburse parish steward)	£50.15	£8.36
Bacs	National Association of Local Councils	Rebuilding Communities online event	£38.93	£6.49
Bacs	Leaflets Direct	Newsletter distribution	£504.00	£84.00
Bacs	ABC- Aspire	Grounds maintenance	£4,179.60	£696.60
<b>Bacs*</b>	<b>SLCC</b>	<b>Creating accessible documents</b>	<b>£36.00</b>	<b>£6.00</b>
<b>Bacs*</b>	<b>SLCC</b>	<b>Community Governance course deposit</b>	<b>£315.00</b>	
<b>Total:</b>			<b>£12,362.22</b>	<b>£801.45</b>

### Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Metro Bank	Interest	£ 3.02	
Bacs	Natwest	Interest	£ 2.00	
Bacs	Lena Foot massage	Newsletter advertising	£ 55.00	
<b>Total:</b>			<b>£ 60.02</b>	

### Singleton Extension Project- S106 Funds

Bacs	Lancaster Builders (Kent)	SEC Extension	£24,328.51	
Bacs	Lancaster Builders (Kent)	SEC Extension	£15,232.00	
<b>Total:</b>			<b>£ 39,560.51</b>	<b>£0.00</b>

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			£7,499.08	
200	Metro Bank Current Account			£14,253.00	
210	Metro Bank Instant Access			£144,037.80	
230	Nationwide Business 1 Yr Fixed			£ 203,304.03	
240	Metro Bank Credit Card				£310.73
250	NatWest Current Account			£100.00	
260	NatWest Reserve Account			£167,706.94	
305	Contingency Reserves				£30,000.00
310	General Reserves				£66,554.71
320	EMR - Cuckoo Park				£194,060.00
321	EMR - The Viewing Point				£33,877.00
515	DNU VAT on Payments	999	VAT Data	£1,000.00	
1076	Precept	100	Income		£260,239.00
1077	Council Tax Support Grant	100	Income		£3,614.00
1080	Concurrent Grant	100	Income		£2,770.00
1090	Interest Received	100	Income		£76.94
1100	Grants & Donation Received	100	Income		£44,830.52
1900	Other Income	100	Income		£5.98
A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salary	110	Administration	£38,445.20	
4010	PAYE & NI	110	Administration	£11,899.85	
4030	Pension	110	Administration	£5,273.16	
4080	Training	110	Administration	£123.10	
4090	Chairman's Allowance	110	Administration		£6.05
4110	Bank Charges	110	Administration	£162.84	
4120	Audit Fees	110	Administration	£1,080.00	
4130	Professional Fees	110	Administration	£796.00	
4140	Subscriptions & Memberships	110	Administration	£4,504.00	
4150	Insurance	110	Administration	£6,549.86	
4160	Postage	110	Administration	£26.60	
4170	Office Supplies & Admin	110	Administration	£664.29	
4180	Telephone & Broadband	110	Administration	£505.30	
4200	Photocopier & Printer	110	Administration	£56.22	
4210	ICT Infrastructure	110	Administration	£61.88	
4230	Website	110	Administration	£1,919.50	
4240	Parish Grants	110	Administration	£3,017.90	
4260	Newsletter	110	Administration	£1,293.40	
4400	Vehicle Maintenance	140	Caretaker	£2,046.88	
4410	Vehicle Fuel	140	Caretaker	£332.04	
4420	Equipment	140	Caretaker	£17,465.87	
4500	Repairs/Maintenance	150	Maintenance	£7,182.18	
4510	Yellow Land Maintenance	150	Maintenance		£2,192.88
4520	Cuckoo Park 10Yr Maint	150	Maintenance		£14,300.00
4550	PCC Churchyard Maint Grant	150	Maintenance	£ 4,000.00	
4605	SVH Extention Loan Repayment	160	Projects	£ 3,060.77	
4650	Parish Projects	160	Projects	£ 43.00	
4710	PFA Maintenance	170	PFA		£2,192.88
4750	Singleton Environment Centre	175	Singleton Environment Centre	£ 6,620.00	
<b>Trial Balance Totals :</b>				<b>£655,030.69</b>	<b>£655,030.69</b>
<b>Difference</b>				<b>£</b>	<b>-</b>

A question was raised around fuel costs in December. The Clerk clarified that the new leaf blower also uses petrol.



The Parish Council resolved to approve the items for payment in January and acknowledged the bank reconciliation.

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

### **11.2. Ashford Community Woodland**

Concerns were raised about the money being spent before a concrete plan is seen, as this cannot become an ongoing financial burden for the parish council. A decision will not be made until these plans have been finalised.

### **12. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda**

See Appendix Two.

### **13. Correspondence**

- None

### **14. Items for Information or Agenda for Next Meeting**

- Ashford Community Woodland
- Logo

### **15. Date and Venue of Next Meeting**

The next scheduled Council Meeting will be held on  
**Monday 08 February 2021 at 7.30pm**

Meeting closed at 21:30.

Signed as a true record by:

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

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

## Appendix One

# Planning Decisions

December/January 2020-2021

**Planning application Number 17/01170/CONC/AS**

Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition

3. **ABC: Refuse – PC: No comments**

**Planning application Number 19/01569/AS**

Parcel I, Land at Chilmington Green, Ashford Road, Great Chart Kent. Reserved matters application for the development of 145 new residential dwellings with associated parking, roads, landscaping and infrastructure with Parcel I,

Chilmington Green . **Withdrawn by applicant**

**Planning application Number 18/01310/CONC/AS**

Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition 1 **ABC: Permit – PC: General comment, pond should be fit for purpose.**

**Planning application Number 20/01466/AS**

Buxford Mill, Bucksford Lane, Singleton, Ashford, Kent, TN23 4TZ Replacement of aluminium French doors and picture windows to the South-west elevation. Re-ordering of former mill to include removal of modern partitions at ground and first floor level with new partitions a first floor level. Removal of flat ceilings and construction of vaulted ceilings over master bedroom and dressing room. Alterations to first floor of original house including removal of C20th en suite bathrooms. Installation of insulation. **ABC: Grant**

**Consent PC: Support**

**Planning application Number 19/01079/CONA/AS**

Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition

4 **ABC: Permit PC: Support**

**Planning application Number 19/01438/AS**

Beult Barn, Ashford Road, Great Chart, Ashford, Kent, TN23 3DH Demolition of existing general storage, warehousing and workshop and replacement with new buildings for E(g) use with associated parking **ABC: Permit PC: Object**

**Planning application Number 20/01115/CONA/AS**

Coach House, Ashford Road, Great Chart, Ashford, Kent, tN26 1JL Discharge condition 3 (a) & (b) **ABC: Permit PC: No Comments**

**Planning application Number 19/01032/AMND/AS**

Parcel R, Land at Chilmington Green, Ashford Road, Great Chart, Kent Non material amendment to planning permission 19/AS (reserved matters for the development of residential dwellings within Parcel R, main phase AAP including associated roads, parking, landscaping, open space and infrastructure pursuant to outline permission granted under /AS) to very approve plans. **ABC: Amended Plans Approved PC: No Comment**

**Planning application Number 20/01527/AS**

Bayley Wood Farm, Great Chart, Ashford, Kent, TN26 1JR Removal of condition 7 (permitted development rights – classes A, B & C) on planning permission

98/00416/AS (New dwelling and garage with new access to Surrenden Manor Road following demolition of Bayley Wood Farmhouse) **ABC: Refuse PC: Comment Condition to remain in place**

**Planning application Number 20/01547/AS**

Little Singleton Farm, Goldwell Lane, Great Chart, Ashford, Kent, TN26 1JS Erection of a self contained ancillary annexe to be used as overspill accommodation to the main house with all services connected off the main house. **ABC: Permit – PC: Support**

## Appendix Two

# Clerk's Report – January 2021

**2021:** Wishing you all a very happy New Year. Let us hope 2021 will be a better year and that we can start to hold regular events and more soon.

**Thank you:** I would like to thank the Parish Council for agreeing to support me to study Community Governance and with that the trust invested in me. I am sure the additional knowledge will help us as a council to achieve more. Thank you 😊.

**Lockdown:** As of 06<sup>th</sup> January 2021 the government announced the 3<sup>rd</sup> national lockdown. The rules of this latest lockdown can be found on the government's [website](#) While it is not going to be easy, hopefully it will help to slow the spread of the virus. For the foreseeable future we are going to continue to hold the meetings remotely.

**Logo:** The proposed logo for the Parish Council has been discussed on several occasions but to date no real progress made. After careful consideration and a brief discussion with the chair it was agreed that it would help if a fresh pair of eyes looked at it again and came up with a new design. Two local graphic designers have been approached with the same brief. One of the quotes we received was £500 per day rate and suggested it would take around 2/3 days to produce a draft logo. The other designer said it would cost £200-250 to rebook the logo. It would be great to have the opportunity to have a fresh and new design that hopefully we can all agree on.

**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 😊

## #StaySafe

Please share the Government message below to help slow the spread of the virus.



### Wash hands

keep washing your hands regularly



### Cover face

wear a face covering in enclosed spaces



### Make space

stay at least 2 metres apart - or 1 metre with a face covering or other precautions

# Planning Decisions

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**February 2021**

**Planning application Number: 19/00475/CONA/AS**

Parcel Q, Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition 14 **ABC:Permit PC: Supporting**

**Planning application Number: 20/01755/AS**

Great Chart with Singleton, Keepers Lodge, Vitters Oak Lane, Great Chart, Ashford, TN26 1JX Rear single storey kitchen extension **ABC: Permit PC: Supporting**

**Planning application Number: 20/01306/AS**

Site south of roundabout at, Bridge Road, Ashford, Kent Erection of a freestanding restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD), Goal Post Height Restrictor and Play Frame. **Withdrawn by applicant**

## **ACW – Ditch Funding from PC**

The document below sets out the plans, both immediate and future, that ABC have for the securing of the ACW land behind the Environment Centre. You will remember we have offered to fund up to £2000 toward recreating the ditch & bund that stops wheeled vehicles getting access to this field. You will see that ABC are funding the clearance of the litter and items that have been dumped over a period of time, this cost is equal to and probably more than the fund we are proposing to use. Together with our £2k, Bill has agreed to top this up to £2.5k if required.

The important part of this plan is the ongoing actions to prevent such ingress in the future, and working across many agencies to achieve this, I am happy that once the better weather arrives and the proposed actions are carried out, that our funds will be put to good use and will help keep any of our Parishioners feel safer when walking and making use of the ACW.

Ian McClintock  
Chair – Great Chart with Singleton PC

### **Ashford Community Woodland (ACW) Local Nature Reserve (LNR)**

#### **Proposals to address fly-tipping and anti-social behaviour**

##### **Background**

The Ashford Community Woodland (ACW) was created by Ashford Borough Council in 2000, and has since then been managed by a group of local volunteers known as the ACW Steering Group. The main aim of the volunteer group has always been to nurture and manage the development of the newly established woodland areas and generally increase the biodiversity value of the woodland as a whole. In 2012, due to the efforts of the volunteer group Natural England designated the woodland as a Local Nature Reserve (LNR).

Sadly, the Steering Group volunteers have faced many challenges in managing the woodland due to significant levels of fly-tipping, fly-grazing, vandalism and other forms of anti-social behaviour associated with vehicular access and the use of quad-bikes.

In 2010, in an effort to address the challenges ABC constructed two lengths of 'ditch and bund' on both sides of the ACW to the east and west of Bucksford Lane/Singleton Hill. KCC also installed an equestrian gate across the public right of way (PROW) on the west side of the ACW.

These measures did reduce fly-tipping and vehicular access onto the ACW, although significant levels of fly tipping has continued on an adjacent triangle of land owned by KCC just to the south of the PROW.

Over time, the effectiveness of these measures has gradually diminished due to deliberate filling in of the ditch directly opposite the entrance to the caravan site on Chart Road to create 'entry points' that can be easily accessed by people riding quad bikes and/or leading horses onto the woodland.

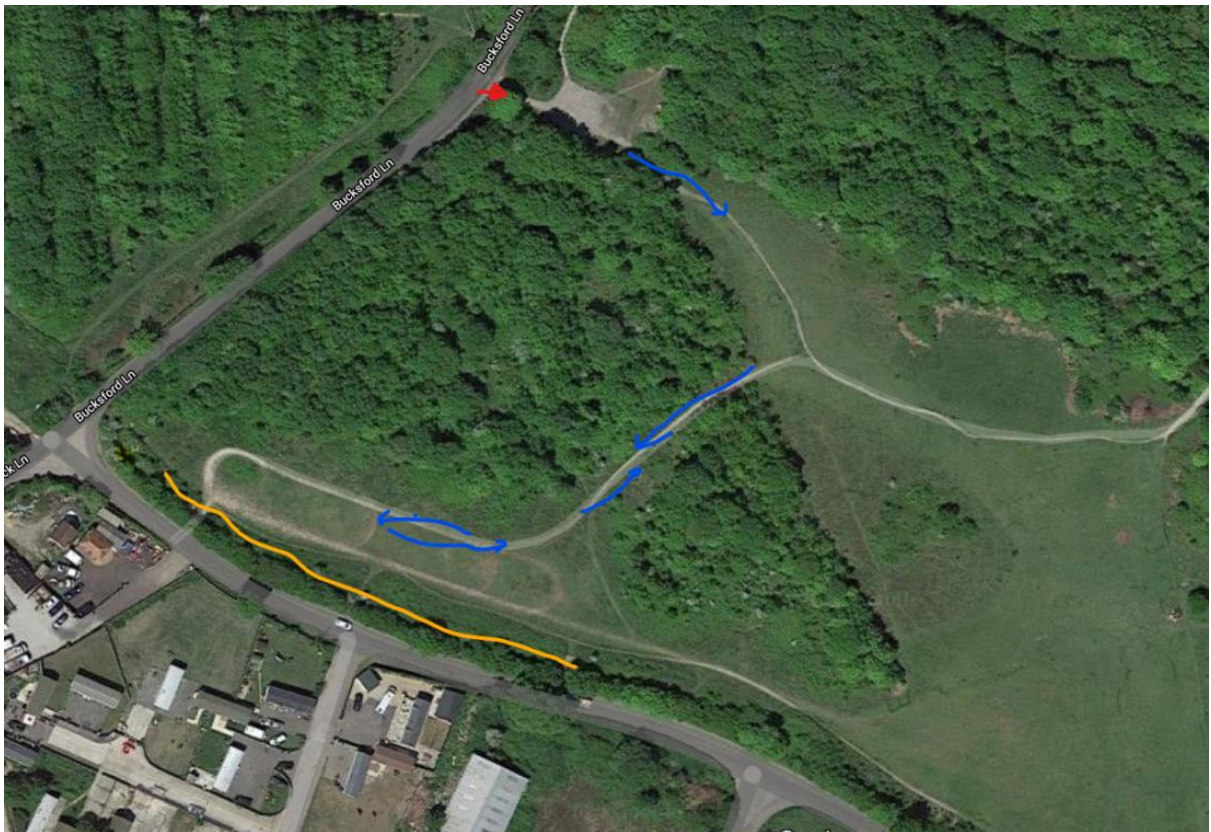
Extensive fly tipping in and all along the ditch has increased significantly during 2020. There has also been an increase in members of the public reporting potentially dangerous incidents involving the use of quad bikes.

## Proposed Actions

Following consultations with the ward member during December 2020, officers from ABC have proposed the following actions (subject to funding) with the aim of clearing up the ACW and reducing fly tipping and other forms of anti-social behaviour in the future: -

1. ABC will arrange for Biffa to clear the ditches of fly tips. Due to safety concerns, it will not be possible for Biffa to collect the fly tips from Chart Road. Access will be via the car park on Bucksford Lane (see 'Plan A' below). However, due to soft ground conditions it is unlikely that fly tips can be removed before the end of March at the earliest.
2. Biffa resources to conduct removal and disposal of waste are expected to be two crews. The work under the Biffa contract is estimated between £1200 (two days) and £3020 (five days).

Plan A

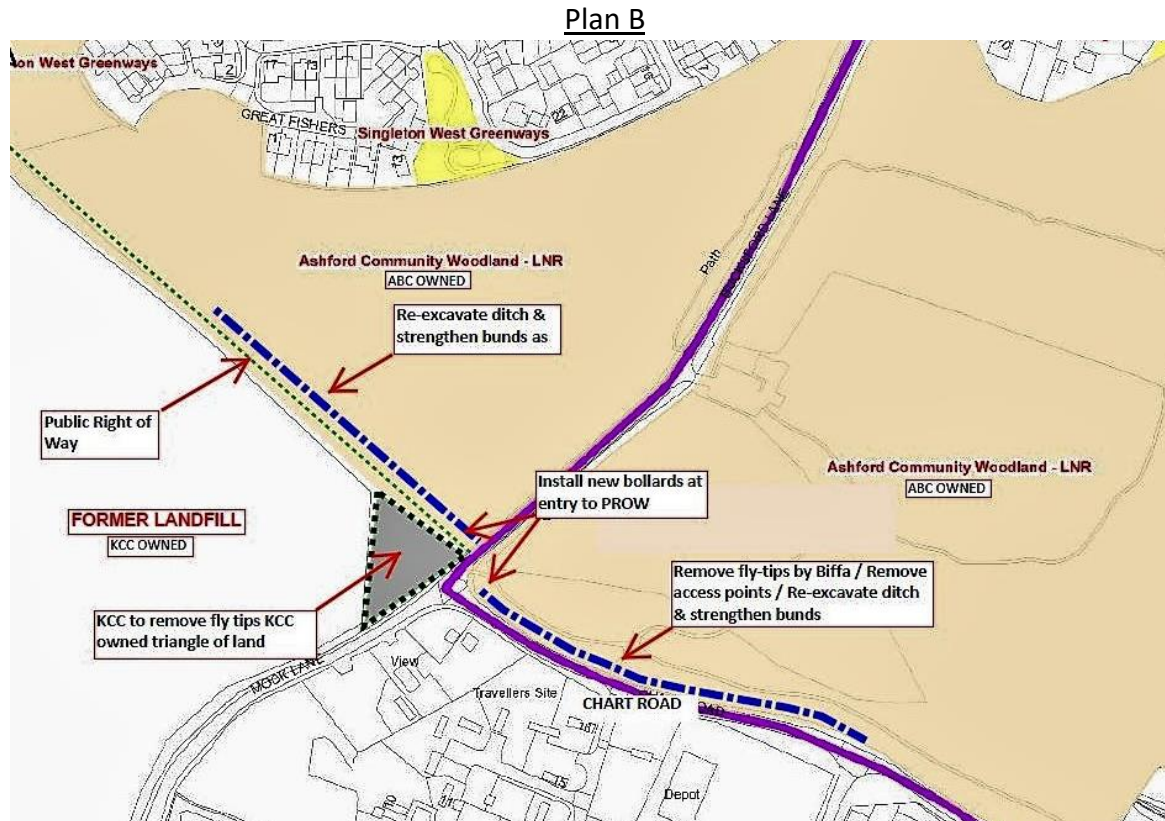


3. Appointment of contractor (subject to funding) to reinstate the two lengths of ditch and bund to restore the original level of effectiveness. The ditch to be excavated as necessary to achieve a minimum depth of 1 metre and the bunds reinstated and strengthened. Care will be taken to retain any vegetation that acts as a natural barrier. The various 'entry points' along Chart Road that have been created by infilling will be removed. (See 'Plan B' below).

A local contractor has provided a quotation to undertake the work at a cost of £500 per day plus the cost of equipment hire, which will need to be removed from site each day. The work will take 2-3 days at an estimated total cost of £2000-£2500.

4. Installation of bollards at the PROW entry points on both side of Singleton Hill to restrict access by quad bikes or motor bikes. (See 'Plan B' below).

As this PROW is a designated bridleway, ABC will approach KCC's PROW Officer for advice on the most appropriate type of bollards.



### **Further Actions**

Although the proposed actions will improve the situation, given the location and accessibility of the ACW they will not in themselves prevent fly tipping and/or acts of anti-social behaviour in the future. Some additional actions should include:

- Regular liaison between ABC (Housing Department?) and Kent Police and the local Police Community Safety Officer (The PCSO) and engagement with the residents of the caravan site;
- ABC Street Scene to liaise with Biffa to ensure any future fly tips on the ACW are removed at the earliest;
- ABC Nature Conservation Officer to continue to monitor the two lengths of 'ditch and bund' and report any filling in of the ditch to Aspire and/or make other arrangements for the ditches to keep the ditches clear.
- ABC Nature Conservation Officer to report any cases of anti-social behaviour to the Community Safety Unit (CSU) and/or Police.

# Ground Maintenance Services



## **Great Chart with Singleton Parish Council Proposal**

Version 1



## Contents

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## **Foreword**

The Parish Council in recent years has invested in ground maintenance equipment to keep the locality neat and presentable. The Parish Council employs two staff members who work 25 and 10 hours per week respectively around the parish.

This allows the Council to maintain outdoor areas owned by the Council to a high standard. The areas the Parish Council is responsible for includes the Cuckoo and Great Chart Play areas as well as The Viewing Point near Singleton Village Hall.

The proposal is to offer ground maintenance services either as a commercial service or to residents over 70 at a reasonable cost. Both members of the ground maintenance team are trained in using all the equipment and the activities would be covered by insurance.

## **What is the Proposal?**

The type of work the parish council would be offering would only be ground maintenance, this would include cutting back overgrown vegetation, clearing vegetation away and grass mowing.

These tasks would be done by using power tools, including, brush cutter, pole saw, mower and on some occasions chain saw. The latter would only be on rare occasions and where possible hand operating tools would be used. All works would be carried out by trained parish council employees.

The residents will be able to request the Parish Council services via sending an email to the Clerk.

At this point it is difficult to estimate the demand for this type of services, however, it would initially be between once or twice a month. This will be reviewed periodically and as when the demand increase.

All funds received for the services would be reinvested in tools and training the staff members.

## **Things to consider**

- Safeguarding implications (there may be vulnerable persons requesting the service)
- Lone working
- Adequate training (with ongoing refresher)
- Quality of tools (new or well maintained, serviced, stored in accordance with manufacturers guidelines and/or by risk assessment as appropriate)
- Removal or waste – how, where to, storage thereof?
- First aid provision

### Proposed Charges

The costing below is proposed providing commercial services. Please note, the costing below is not set and subject to change and approval.

Service (team of two)	Charge	
First Hour	£60 (Summer rate April-Aug)	£50 (Winter rate Sept-March)
Subsequent hours	£45	£35
General Gardening (based on two hours)	£60	
Hedge trimming p/h	£50	
Hedge removal (small hedge) 2-4 meter	£100	
Hedge removal large hedge	£250	
Garden clearance	£80	
Cutting down small tree, removing trunk and root	£300	

The cost of services for residents over 70 can be set at £20 per hour.

Ask For: James Laidlaw  
Email: james.laidlaw@ashford.gov.uk  
Direct Dial: 07795 336060

Mrs A Szocs  
Clerk to Great Chart with Singleton Parish Council  
Singleton Village Hall  
Hoxton Close  
Ashford  
Kent  
TN25 5LB

Date: 22<sup>nd</sup> January 2021  
Ref: ALM.PCQ.21.006

Dear Ankio,

**RE: Grounds Maintenance – 2021**

Thank you for your quotation request. We are delighted to have been asked to provide a costs for the maintenance for the Parish Council

As part of our response with have included:

- Aspire's vision and values
- A quotation for the works
- Additional services we are able to offer the Parish Council

If you require any further help, information or advice, please do not hesitate to contact me.

Yours sincerely



**James Laidlaw**  
**Grounds Maintenance Operations Manager**

## Our Vision & Values

Our vision is to provide a high quality, responsive and flexible grounds maintenance service to our customers, offering a pro-active and best value solution to the Parish Council.



Value	How we behave
<p><b>Adaptable</b></p> <p><i>Working with our customers collaboratively to achieve the highest levels of service.</i></p>	<ul style="list-style-type: none"> <li>✓ We work with each other to achieve the best for our customers</li> <li>✓ We are flexible and versatile in our working method to accommodate our customers wherever possible</li> <li>✓ We are resilient, planning for the unforeseen</li> <li>✓ We are multi skilled to maximise service efficiency</li> <li>✓ We are approachable</li> </ul>



Value	How we behave
<p><b>Safe</b></p> <p><i>Working with the highest regard to health and safety</i></p>	<ul style="list-style-type: none"> <li>✓ Staff will be fully trained to undertake works</li> <li>✓ We will always report any issues or concerns</li> <li>✓ We will use the most suitable equipment to complete tasks</li> <li>✓ Staff will be monitored to ensure they are healthy and safe</li> </ul>
<p><b>Professional</b></p> <p><i>We will provide a dependable high quality service</i></p>	<ul style="list-style-type: none"> <li>✓ We are identifiable and presentable</li> <li>✓ We communicate with our clients</li> <li>✓ We are knowledgeable</li> <li>✓ We will always conduct ourselves with the highest standards of integrity</li> </ul>
<p><b>Innovative</b></p> <p><i>We will always seek new ways of working to increase of efficiency and effectiveness</i></p>	<ul style="list-style-type: none"> <li>✓ We will always use our knowledge to deliver practical solutions</li> <li>✓ We will keep track of developments within our industry</li> <li>✓ We will be forward looking in terms of technology</li> </ul>
<p><b>Right first time</b></p> <p><i>All works are carried out to specification on time, every time</i></p>	<ul style="list-style-type: none"> <li>✓ Works are completed in a timely manner</li> <li>✓ Staff are aware of roles and the standards expected</li> <li>✓ Using pre-planned maintenance regimes and pro-active approaches our equipment will always be deployable to achieve the highest standards of maintenance</li> </ul>
<p><b>Environmentally aware</b></p> <p><i>We understand our impact on the environment</i></p>	<ul style="list-style-type: none"> <li>✓ Staff are aware of our impact on the environment</li> <li>✓ We will enhance the environment whilst minimising negative impacts</li> </ul>



## Our Quotation

We have provided costs for a “per occasion service.” By offering our services in this way, we will only charge for the works completed, providing you with regular progress updates throughout the year.

We will of course agree a frequency of the works with you prior to commencement, based on previous years’ expectation. This will allow the works to be undertaken seamlessly without prior communication.

However, should we experience a dry spell or periods of prolonged wet weather the frequency can be adjusted accordingly with no additional charge to the parish council (subject to ample notice). This allows greater flexibility and the possibility of cost savings for the parish council.

Activity / Location	Planned Frequency	2021 - Cost per occasion excluding VAT	Cost per Occasion – Fixed for 3 years excluding VAT
Hard area chemical application at Hoxton Close	1	£66.00	£68.00
Tractor mowing of the football field including backup and Tractor mowing of playing field and backup including the inside of play area.	15	£228.00	£234.91

The above prices are:

1. Subject to VAT, properly chargeable
2. Valid for 30 days
3. Subject to the use of rotary and flail mowers, with no cylinder equipment
4. Subject to the availability of plant and equipment

## Additional Services

In addition to the above services we are also able to offer a range of additional services to the parish council, we would be happy to provide a quotation upon request. These include:

➤ **Arboricultural Services**



➤ **MEWP and Operative Hire**





➤ **Tree Inspections**



➤ **Play Area Inspection**



➤ **Play Area Wet Pour Repairs**



➤ Winter services



## Method Statement

### Induction to Aspire Landscape Management

Aspire Landscape Management is wholly owned by Ashford Borough Council. The organisation was established in October 2016, as the best value solution for the maintenance of the council's green spaces following a decision to "in-house" the service. The decision was based on a drive to improve the presentation of the borough open spaces under the councils Corporate Plan – Priority 4.

As part of the drive to improve the boroughs appearance and to ensure the continued sustainability and viability of the organisation, Aspire offer a commercial service to key local establishments. The service is based at our depot at Cobbs Wood, Industrial estate, just off the A28.



**Aspire Depot – Carlton Rd, Ashford**



## **Works Methodology**

Works will be completed by a team of two ground staff, led by a team leader. The team will be fully equipped with the machinery and plant required to undertake the works. The works will be completed:

- a) In line with the site specific risk assessment which will be carried out following the acceptance of this quotation.
- b) In line with the generic risk assessment of mowing operations as included as Appendix A.
- c) In line with the Lantra training the staff have undertaken.

## **Training and Competency**

All staff are trained to a nationally recognised standard through either Lantra or NPTC. Staff may not operate equipment without receiving prior training and authorisation.

## **Business Management Systems**

Aspire Landscape Management is CHAS (Contractors Health and safety Assessment Scheme) accredited.

Our business management systems for Health and Safety management, Environmental management and Quality management are in line with the requirements of OHSAS 18001, ISO 9001 and 14001 and are accredited.

## **Insurance**

Ashford Borough Council hold full public liability insurance.

## **Machinery and Equipment**

Plant and equipment is maintained in an efficient state, efficient working order and in good repair.

All plant and equipment is owned by Aspire, pre-planned maintenance regimes ensures equipment will always be deployable to achieve the highest standards of maintenance.

Aspire carries out the maintenance and repair of its own equipment from its workshop based at the Carlton Road Depot, ensuring minimal downtime and control over the planning of maintenance activity.

Additionally, having a fitter directly employed ensures that in the unlikely event of a breakdown, response occurs with minimal delay.



## **Commencement, Site Visits and Liaison**

Following acceptance of this quotation, we will liaise with you to finalise the frequency of works as part of the mobilisation of these works. We will also visit site to carry out a site specific risk assessment for the activities, providing a copy accordingly.

We want to provide the highest standards of service. To ensure we do, we will undertake regular site inspections attending site to carry out quality inspections following the completion of works.

We will also provide regular updates throughout the year advising on the progress of work.



# **Great Chart with Singleton Parish Council CLERK/RESPONSIBLE FINANCIAL OFFICER**

## **Overall Responsibilities**

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

## **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To carry out the monthly payroll using HMRC software.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise the Parish Caretaker and any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications, in particular the review of the Council's Ambition Plan.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To maintain and update the council's website and social media accounts.
15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council. To liaise with local media.
16. To collate and edit the quarterly parish newsletter and annual report.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
18. To work towards the achievement of the status of Qualified Clerk by obtaining the Certificate in Local Council Administration within 12 months, as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To work towards the achievement of Quality Status for the Parish Council.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

# Great Chart with Singleton Parish Council

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*Founded in December 1894*

## **Duties of the Responsible Finance Officer (RFO)**

The duties of the RFO are to ensure that the Council's financial records and activities comply with the 'proper practices' referred to in the relevant Accounts and Audit regulations as set out in the NALC/SLCC document 'Governance and Accountability for Local Councils, A Practitioners Guide.

These duties are summarised below

- 1 To prepare financial reports for the Finance Committee, and the Council. Reports will normally be made to the Committee, but will be submitted to Council at the next meeting.
- 2 These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payments of accounts and other relevant current matters.
- 3 To prepare draft budget estimates. When approved by the Council these will form the basis for annual budget monitoring during that financial year. To report thereon to the Council.
- 4 To submit the precept to the Borough Council and supply any breakdown requested.
- 5 To ensure that all money received by the Council is banked regularly, as soon as possible after receipt.
- 6 To ensure that all money due to the Council is billed and collected promptly.
- 7 To identify and monitor the duties of other members of staff relating to matters of Council finance, ensuring that regular checks are undertaken as often as practicable.
- 8 To manage cash flow and control investments and bank transfers.
- 9 To control payments by cheque and by direct credit transfer.
- 10 To handle the overall management of payroll and ensure prompt monthly payment of tax and national insurance to the collector of taxes.
- 11 To ensure prompt submission of VAT returns and to deal with VAT inspections.
- 12 To prepare and balance final accounts in accordance with the regulations and report thereon to Council.



- 13 To produce accounts and records for external audit in accordance with the regulations.
- 14 To arrange for internal audit of all aspects of the Council's financial affairs in accordance with the regulations.
- 15 To monitor compliance with the Council's financial regulations and to ensure correct financial systems are in place.
- 16 To manage insurance risk and to ensure that claims are processed as necessary. To report annually to the Council on insurance risk covered. To ensure that fidelity guarantee insurance is provided.
- 17 To maintain the Council's register of property and assets. All assets exceeding £250 in value must be included in the register together with portable or attractive assets (regardless of value) which must also be suitably marked to aid in their recovery in the event of their being lost or stolen.

Reviewed annually:

Last reviewed by Finance Committee on [DATE],

# Job Specification

Assistant to Clerk

## The post holder is expected to:

- Have excellent people skills, including the ability to work with Councillors, members of the public and third-party organisations and other members of staff.
- be proficient with the use of email, Microsoft Word, Excel and other Office applications
- Be confident in managing website and using social media accounts
- Be flexible to attend meetings, consultations, information events and other events for, or on behalf of the Parish Council
- Be well organised and able to meet deadlines
- Be willing to undertake relevant training sessions and acquire the necessary professional knowledge required to efficiently carry out the role.

## Specific responsibilities

1. To prepare, in consultation with the Clerk, agenda for the Parish Council meetings and Committee meetings, some of which may take place in the evenings, and help implement actions from meetings.
2. The office is the first point of contact for residents, visitors, which can be via email, telephone, letter or face to face, and to deal with enquiries as appropriate. If needed visit site to follow up an enquiry.
3. To maintain and update the Parish Council website, all social media such as Facebook and Twitter, and update and refresh parish noticeboards, to ensure the Council is presented in a constructive and appropriate manner, and that all information is accurate and current.
4. To help with the editing of the Parish Newsletter
5. To have an understanding of the Council's account, and to have the ability to input data and generate reports using the Council financial software package Rialtas Business Solutions (RBS).
6. To conduct routine administration for the Council, as instructed by the Clerk, and to implement the decisions made at the meetings of the Parish Council and Committees.
7. To act as a representative of the Council as required by the Clerk.
8. To help setting up and running events on behalf of the Council.
9. Any other reasonable request made by the Clerk, for which you have the training and/or the capability to do.
10. Supporting ongoing partnership work with the Playing Fields Association

## Person Specification

<b>Education/Training</b>	Good general education: GCSE English and Maths grade C and above or equivalent.
<b>Experience</b>	Demonstrable experience of working in an office environment.  Experience of dealing with the public.
<b>Skills &amp; other knowledge</b>	Well organised and motivated  Excellent communication and numeracy skills  Able to plan own workload and work to deadline in light of competing and changing priorities  Proficient of using emails and Microsoft Office applications (Word, PowerPoint, Excel, Publisher) and  Good verbal and written communication skills, the ability to communicate with stakeholders (Councillors, Borough Council officers, contractors) face to face and on the phone.
<b>Personal Qualities</b>	Ability to deal with a wide range of people.  Excellent time management skills.  Willingness to undertake training.  Ability to work alone and as a member of team  Ability to maintain good relation with councillors, contractors and staff.
<b>Other requirements</b>	Prepared to attend evening meetings and willingness of working weekends if necessary.

## Other Information

# Great Chart with Singleton Parish Council

## Parish Steward Job Specification

<b>Post Title:</b>	<b>Parish Steward</b>
<b>Working Hours:</b>	<b>25 hours per week</b>
<b>Salary:</b>	<b>£12.95 per hour</b>
<b>Location:</b>	<b>Great Chart and Singleton</b>
<b>Responsible to:</b>	<b>Parish Clerk</b>

### Job Purpose

To provide efficient and effective caretaking support to the parish council. To carry out minor repairs and maintenance in accordance with the job requirements and to liaise with contractors for all other necessary maintenance as instructed by the Parish Clerk. To promote the Parish Council in a positive light when in contact with the general public.

### Overall Responsibilities

Include, but are not limited to:

1. Litter picking
2. To undertake repairs and maintenance as instructed, including play parks.
3. To carry out hedge cutting, mowing, strimming, weeding and low-level tree maintenance.
4. To review the boundaries and trees on a regular basis and inform the Parish Clerk of any findings.
5. Generally, monitor litter bins and report any issues to the Parish Clerk.
6. To inspect gullies and report to the Parish Clerk
7. Where possible to inspect street lighting and report any defects.
8. Sourcing materials
9. Carry out weekly and quarterly play park inspections.
10. Maintenance of the parish council van, including visual inspection recorded in logbook.
11. Managing and overseeing Assistant Parish Steward, including conducting the annual appraisal
12. Any other ad hoc duties are requested.

This job description is intended as a general guide to the duties attached to the position and is not an inflexible specification. It may therefore be amended from time to time to reflect changing needs. Any proposed changes will be subject to consultation with the post-holder.

# Great Chart with Singleton Parish Council

## Assistant Parish Steward Job Specification

<b>Post Title:</b>	<b>Assistant Parish Steward</b>
<b>Working Hours:</b>	<b>10 hours per week</b>
<b>Salary:</b>	<b>As agreed</b>
<b>Location:</b>	<b>Great Chart and Singleton</b>
<b>Responsible to:</b>	<b>Caretaker</b>

### Job Purpose

To provide efficient and effective caretaking support to the parish council. This role based outdoors. To carry out minor repairs and maintenance in accordance with the job requirements and to liaise with contractors for all other necessary maintenance as instructed by the Caretaker. To promote the Parish Council in a positive light when in contact with the general public.

### Overall Responsibilities

Include, but are not limited to:

1. Litter picking
2. To undertake minor repairs and maintenance as instructed.
3. To carry out hedge cutting, mowing, strimming, weeding and low level tree maintenance.
4. Assist reviewing the boundaries and trees on a regular basis and inform the Parish Clerk of any findings.
5. Generally monitor litter bins and report any issues to the Parish Clerk.
6. To inspect gullies, drains etc and report any blockages to the Parish Clerk.
7. Where possible to inspect street lighting and report any defects.
8. Sourcing materials
9. Any other ad hoc duties as requested.

This job description is intended as a general guide to the duties attached to the position and is not an inflexible specification. It may therefore be amended from time to time to reflect changing needs.

# JOB EVALUATION SHEET - Clerk to the Council

Version 1.1

**Step 1 - Job Functions** (tick boxes as appropriate & add up the number of ticks)

Recreation grounds, playing fields & play areas		Community buildings	
Burial grounds, crematoria, churchyards		Car parks	
Entertainment & the arts		Tourism	
Community transport schemes		Open spaces	
Crime prevention - CCTV, Neighbourhood watch		Allotments	
Street Lighting		Public Toilets	
Street Furniture - bus shelters, benches, bins		Swimming pools	

Look at the **Profiles LC1 to LC4** in the table below - for each **Job Profile Item** circle the points (Pts) that best reflect the parish - enter the appropriate points in the **Job Profile Points** Column

Step 2 - Job Profile Items	Job Profile Points	Profile LC1	Pts	Profile LC2	Pts	Profile LC3	Pts	Profile LC4	Pts
Number of functions		1 to 3	1	4 to 6	2	7 to 9	3	10 or more	4
Number of Electors		up to 750	1	751 to 3,000	2	3,001 to 10,000	3	over 10,000	4
Amount of Annual Budget (Precept)		up to £25k	1	£25k to £250k	2	£250k to £750k	3	£750K or more	4
No of Full Parish Council Meetings per Year		less than 6	1	6 to 11	2	12 or more	3	12 or more	3
No of Committees (not Working Parties or Meetings )		0	0	less than 2	0	2 to 4	1	5 or more	2
Number of Staff supervised (full or part time)		none	0	1 to 10	1	11 to 20	2	21 or more	3

**Total Job Profile Points**

In **Column 1** in **Step 3 - Job Assessment Table** below, circle the **Job Profile Points** that match this number

## Step 3 - Job Assessment

### Note

Having circled the **Job Profile Points** in **Column 1**  
Circle the corresponding **Job Spinal Points** in **Column 2**

JOB ASSESSMENT TABLE	
Column 1 Job Profile Pts	Column 2 Spinal Pts
1 to 3	15
4	18
5 to 6	23
7 to 8	26
9	30
10 to 11	35
12 to 14	39
15	43
16 to 17	48
18 to 19	52
20	56
More	61

### JOB SPINAL POINTS SUMMARY

(A) **Spinal Points from Job Assessment Table**  
 plus  
 (B) **Spinal Points from Experience & Qualification Table**  
 equals  
 **Total Spinal Points for determining Pay Scale**

**Now** - refer to current Pay Scales issued by NALC/SLCC to determine Pay Rate

PROPOSED		CURRENT	
Pay scale	FTE Salary	Pay scale	FTE Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the number circled in **Column 2** into **Box (A)** in the **JOB SPINAL POINTS SUMMARY**

## Step 4 - Experience & Qualifications

Spinal Points	Status	Pts	Status	Pts	Status	Pts	Status	Pts
Experience	New Clerk	0	Less than 2 yrs	0	2 to 5 yrs	1	More than 5 yrs	2
Qualifications	CI/LCA	1	Cert Local Policy	2	Diploma	3	Degree (BA)	4
Responsible Financial Officer (RFO)	Yes	0	No	-3				

(Note - No RFO is MINUS 3)

**Experience & Qualifications Spinal Points**

enter this number in **Box (B)** in the **JOB SPINAL POINTS SUMMARY**

**JOB EVALUATION SHEET - Parish Steward**

**Step 1 - Job Functions** (tick boxes as appropriate & add up the number of ticks)

Planning and conducting Ground maintenance	1
Inspection Recreation grounds, playing fields & play areas	1
Supervising staff	1
Neighbourhood tidiness	1
Customer service skills	1
Vehicle Maintenance	1

Name of Council	Great Chart with Singleton Parish Council
Analysis completed by:	
Signature	
Date	

Tick box to confirm Job Summary Sheet attached	<input type="checkbox"/>
--	--------------------------

Number of Functions

**JOB ASSESSMENT TABLE**

Column 1 Job Profile Pts	Column 2 Spinal Pts
1 to 3	15
4	18
5 to 6	23
7 to 8	26
9	30
10 to 11	35
12 to 14	39
15	43
16 to 17	48
18 to 19	52
20	56
More	61

**JOB SPINAL POINTS SUMMARY**

<input type="text" value="6"/>	(A)	Spinal Points from Job Assessment Table
+		plus
<input type="text" value="13"/>	(B)	Spinal Points from Experience & Qualification Table
=		equals
<input type="text" value="19"/>		<b>Total Spinal Points for determining Pay Scale</b>

**Now** - refer to current Pay Scales issued by NALC/SLCC to determine Pay Rate

PROPOSED		CURRENT	
<input type="text"/>	Pay scale	Pay scale	19
<input type="text"/>	FTE Salary	FTE Salary	
<input type="text"/>	Rate / hour	Rate / hour	12.5

Enter the number circled in Column 2 into Box (A) in the JOB SPINAL POINTS SUMMARY

Step 4 - Experience & Qualifications	Spinal Points	Status	Pts	Status	Pts	Status	Pts	Status	Pts
					0	2 to 5 yrs	1	More than 5 yrs	2
<b>Experience</b>			2	Less than 2 yrs					
Qualifications			0						
<b>General</b>			0						
GCSE English (C)			0.5						
GCSE Math (C)			0.5						
Driving Licence			1						
<b>Total Points:</b>			<b>4</b>						
<b>Ground Maintenance</b>									
Pole saw			1						
Tree inspection			1						
Chainsaw Maintenance			1						
Cross Cutting			1						
Tree felling			1						
Sit on Mower, Push mower									
Brush Cutter			1						
<b>Total Points:</b>			<b>6</b>						
<b>Building Maintenance</b>									
Experience of practical DIY			1						
PAT Testing			0.5						
<b>Total Points:</b>			<b>1.5</b>						
<b>Health and Safety</b>									
ROSPA			1						
First Aid At work			0.5						
<b>Total Points:</b>			<b>1.5</b>						

Experience & Qualifications Spinal Points

13

enter this number in Box (B) in the JOB SPINAL POINTS SUMMARY



**Items for Approval for Payment February 2021**

Method	Items for Approval for Payment in February 2021	Description	Total payable	VAT
Bacs	HMRC	February Contribution	£1,630.75	
Bacs	Salary	February salaries	£4,963.88	
Bacs	Kent Pension fund	January Pension Contribution	£909.40	
Bacs	Burden Bros Agri Ltd	Monthly mower servicing plan x2	£77.96	£13.00
Bacs	JRB enterprise	Economy dispenser refill waste bags	£215.94	£35.99
Bacs	Reimburse Parish Steward	Steal hook, multipurpose oil, WD40	£40.38	£6.73
Bacs	Ashford Borough Council	Ground maintenance		
Bacs	KALC event	Delivering the Green Agenda	£60.00	£10.00
Bacs	Thatch Creative	Logo design 25% deposit	£62.50	

<b>Total:</b>	<b>£</b>	<b>7,960.81</b>	<b>£65.72</b>
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Approved:

Date:

\* For information only

**Income**

Method	From	Description	Total received	VAT (if applicable)
Bacs	Metro Bank	Interest	£ 5.28	
Bacs	Parish Steward	Amazon	£ 8.98	
Bacs	Doswell Law Solicitors	Newsletter Advertising	£ 100.00	
Bacs	Ashford Borough Council	S106 Funds - SEC extension	£ 20,000.00	

<b>Total:</b>	<b>£</b>	<b>20,114.26</b>	
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**Singleton Extension Project- S106 Funds**

Bacs	CostPlan	Project management	£1,410.00	£235.00
Bacs	Lancaster Builders	Payment for work carried out	£9,016.49	

<b>Total:</b>	<b>£</b>	<b>10,426.49</b>	<b>£235.00</b>
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## Credit Card Payments

	Credit card payment items for Information	Description	Total paid	VAT
<b>Account Number:19079376</b>				
	Sainsbury's	Fuel	£50.19	£ 8.37
	The Electrical Counter		£24.04	
	Canva	Yearly subscription	£107.88	
	B&Q	Glue, glue gun and weather proof wood	£25.07	£ 4.18
	Amazon	Black&Decker vice pegs	£11.99	£ 2.00
	Wickes	socket and adaptor	£3.97	£ 0.67
	B&Q	Ryobi18V circ. Dowel screw	£86.14	£ 14.36
	The Electrical Counter	2 Gang double flush metal box	£4.17	£ 0.70
	B&Q	Framing square, spreader clamp, course cut	£25.73	£ 4.29
	Plusnet	Broadband and telephone	£57.00	£ 9.50
<b>Credit card Account: 24056805</b>				
	VJ Technology	Padlock for Great Chart	£14.40	£2.40
	VJ Technology	Titanium coated drill	£15.22	£2.54
	Dial Direct	Van insurance	£50.40	
	WH Smith	calendars	£22.98	
	B&Q	Heavy duty steel hook	£21.84	£3.64
	b&Q	Ryobi one impact driver and workshop vice	£125.00	£20.83

<b>Total:</b>	<b>£ 646.02</b>	<b>£ 73.48</b>
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## Great Chart with Singleton Parish Council

Please read the application form carefully and ensure it is completed and all the documents requested are submitted. You can do this by using the checklist below. Please note, incomplete applications will be rejected by the Clerk immediately on submission, with clear guidance on how to complete it for resubmission.

### For applications UNDER £250

Please complete the Grant Application Form and include bank account details, and receipts once the money has been spent. Please also carefully read the Terms & Conditions

Checklist		Office use only
Bank account details	<input type="checkbox"/>	<input type="checkbox"/>
Aims and Purposes	<input type="checkbox"/>	<input type="checkbox"/>
Read the Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>

### For applications OVER £250

Please provide all items listed in the Checklist below

Checklist		Office use only
Bank account details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profit and Loss Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
THREE separate quotes	N/A <input type="checkbox"/>	<input type="checkbox"/>
Evidence of written constitution or Charitable Status, Aims and Purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read the Terms and Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To ensure that your application is accepted first time, please follow these simple guidelines:

Do	Don't
Include 3 separate quotes	Send links
Include all items requested on the Checklist	Omit required information
Allow up to 8 weeks for your application to be considered	Chase for updates within the first two weeks
Ensure all information provided is readable when printed	

# Please ensure the form and checklist are completed!

## Grant Application Form

Please complete the following giving as much information as possible in support of your application. Please write clearly or request a Word version of this form and use Arial font Size 12.

Name of organisation:	Singleton Cubs Group
Contact name:	Jill Lane
Address:	1 Hardy Close Willesborough Ashford Kent TN24 0XB
Telephone no:	01233 641773    07799886549
Email:	Jill.greatchartscouts@gmail.com
Nature of organisation:	Scouting
Amount requested?	24 x £53.50 = £1,284
What percentage does this represent of the total project/activity?	100% of this particular payment
By when do you need the money?	End of January 2021
On what will it be spent? (please continue on an additional sheet if required)	<p>Capitation.</p> <p>This is a charge levied by the Scouts Association annually, for each member of each scouts branch. It is payable at the start of every calendar year and covers costs such DBS checks and training for leaders, providing services and support for groups such as safeguarding, accidents and GDPR.</p> <p>Singleton Cubs is a new group that was set up in October 2019 to ease the pressure on the already over-subscribed Great Chart group, and ahead of the expected increase in numbers from the Chilmington development. The group was steadily increasing in number until the COVID pandemic hit. The group</p>

	<p>ceased face-to-face meetings in March and went virtual where possible. However, ongoing payments are required for insurance, badges and resources needed for the online meetings. There is also considerable expected expenditure on PPE and cleaning equipment once the groups are back up and running. Due to the poor financial situation of the national Scouts Association, they are increasing the capitation amount to £53.50 per cub for 2021 and reducing funding to all but the hardest hit groups that may need financial support. There will be 24 cubs on the register by January 2021 and a waiting list has been set up.</p> <p>The treasurer has investigated financial assistance for groups negatively affected by the COVID pandemic. However, as the group ceased to run as usual during the crisis (so did not provide an essential service during this time) and does not own any assets (the group rents the John Wesley School hall) the group is not eligible for any COVID related assistance.</p> <p>As the Singleton group has not been running for long, it has not had the chance to build up a fund from the termly subs to pay the upcoming capitation fee, particularly as no subs were taken for the April-July term. It does have the money to pay for rent, although this will be in arrears as agreed with the venue. The linked Great Chart group can cover its ongoing costs and capitation but will not have the surplus funds to support the Singleton group, nor technically, should it.</p> <p>If a grant is approved it will see the group through this short-term blip caused by a very unforeseen circumstance, and there should be no reason why 2021 subscriptions can't fund the 2022 capitation bill.</p>
<p>Why are you seeking funds from the Parish Council?</p>	<p>As noted in the previous section, this current situation has been caused by the COVID pandemic, but the group is not eligible for COVID related financial assistance. The group benefits the young people within the parish and for this reason we have approached the parish council.</p>
<p>Who will benefit from this grant?</p>	<p>The group was set up to ease the pressure on the oversubscribed Great Chart group, and to provide extra numbers for the early inhabitants of the Chilmington development. There is a proven need for these groups to be available to allow young people to have experiences that they would not have at home or within a school. The Scouts Association will never refuse membership to anyone on any grounds (including financial) so it is accessible to all young children.</p>

How will they benefit?	<p>To quote the Scouts Association " Scouting is an inclusive organisation that welcomes young people from all cultures, ethnicity, religion of disability. It enables young people to have a go at activities they might never have tried before whether indoors or outside. They have the opportunity to meet and make new friends from the UK and all over the world by attending events such as Gilwell fundays or taking part in JOTA (Jamborees On The Air). Scouts are encouraged to develop confidence and the 'have a go' approach to life. They are known to be well rounded individuals with wide ranging interests. The scouting programme covers all aspects of life allowing young people to become proficient at a wide range of activities.</p> <p>Research proves that outside activities such as hiking, camping and adventurous pursuits allow all children to succeed even those who find academic achievement difficult. In the outdoors children flourish, they can succeed and their self-confidence and skills improve."</p>
Have you sought financial support for this purpose from elsewhere, if yes from who and was it successful?	<p>Financial assistance has been looked into but COVID related assistance is not available to the group as explained previously. Funding from the national Scouts Association has also been scaled back due to their own financial difficulties. There is a fundraising plan for ongoing resources (equipment, trips etc) for when the group is back up and running, but these plans require the group to be physically assembled and this is not yet possible. We will ask for full subscription contributions for the next physical term but parents will not be forced to pay the full amount if they are not able to, especially given the current levels of unemployment.</p>
How will you evaluate the success of the project the grant is requested for?	<p>The group will continue to run. The group will already be full by January and a waiting list has already been set up. The group is very much wanted and needed, and in ordinary times can support itself - and plans to do so in the future - if it can receive the funding for the 2021 capitation payment.</p>
<p>Any other information in support of your request (continue on additional sheet if necessary)</p> <p>We have not been able to provide three separate quotes as this is a subscription payment to a national body.</p>	

Signature:

N. M. Kane,

Date:

14.11.2020

**Terms and Conditions**

- a) *The organisation must be either non- profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.*
- b) *Grants will not be made to projects that discriminate on any grounds*
- c) *Grants will not be made to individuals.*
- d) *Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.*
- e) *An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.*
- f) *The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.*
- g) *Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.*
- h) *Each application will be assessed on its own merits.*
- i) *The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.*
- j) *Any grant must be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the Financial year in which it was awarded.*
- k) *The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.*
- l) *Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provision of the Local Government Act 1972, Section 137.*
- m) *If an application for a grant is successful, the organisation or group should provide a report at the Annual Parish Council Meeting (in May) to show how the money was spent. At other times, further information, including photographs, should be made available to the Clerk for sharing via the Newsletter and website. Organisations should refer to the Council grant when reporting through their own routine publicity channels and provide copies to the Clerk.*
- n) *Any funds remaining unused from the Granted amount will remain the property of the Council and should be returned to the Council with an explanation for its unused.*
- o) *The Council reserve the right to consider the grant amount requested and adjust the amount accordingly, there is no guarantee the Council will grant the amount requested.*
- p) *All grant applications will need to be approved by a full Council meeting (held on the second Monday of each month).*
- q) *All incomplete grant applications will be rejected by the Clerk with clear reasons as to why. Updated and complete submissions will be accepted and put forward to the next available Council meeting.*
- r) *Applicants will be notified of the meeting date at which their application will be considered.*

Parish Ref: 006

- s) *Any grant application should be made strictly in conjunction with the Grant Awarding Policy that is available from the Clerk and on the Council website.*



1st Singleton Scout Group

Receipts and Payments accounts

April 2020 to March 2021

Statement of receipts and payments

A1 Receipts	Treasurer Account to nearest £	Business Account to nearest £
Unallocated Income	£0	-
Fundraising	£0	-
Scouts In	£0	-
Cubs In	£6	-
Beavers In	£0	-
District / County Events	£0	-
Group Camp	£0	-
Panto	£0	-
Interest	-	-
<b>A1 Sub total</b>	<b>6</b>	<b>-</b>

Statement of Balances

B1 Cash funds	Treasurer Account to nearest £	Business Account to nearest £	Cash to nearest £
Cash and bank balances at start of year	480.22		
Surplus / (deficit) shown on receipts and payments account			
Cash and bank balances at period end (Agree balances with receipts and payments account(\$))			
<b>B2 Other assets</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>B3 Non Monetary Assets for own use</b>			
<b>B4 Liabilities</b>			
<b>B5 Contingent liabilities</b>			

A2 Payments

Unallocated Expenditure	£0	-
Scout Act	£0	-
Cub Act	£0	-
Beaver Act	£0	-
Group Camp	£0	-
All Group Costs	-£15	-
Transfer to petty cash	-	-
<b>A2 Sub total</b>	<b>15</b>	<b>-</b>

Signed by two Executive Members on behalf of all the Executive Members

Surplus / (deficit) for period

£0

-

										£0	£0	£0	£0	£0	£0	£0	£0	£0	£6
Description	Category	Transction	Bank Balance	Unallocated Income	Fundraising	Cubs In	District / County Events	Group Camp	One Off Events	TOTAL IN									
01/04/2020	Opening Balance		480.22																
14/04/2020	Refund of deposits	-15.00	465.22							£ -									
07/02/2020	R Mitchell VE badge	1.50	466.72			£ 1.50				£ 1.50									
11/05/2020	A Gladwin VE badge	1.50	468.22			£ 1.50				£ 1.50									
16/06/2020	J Cowperthwaite VE badge x	3.00	471.22			£ 3.00				£ 3.00									

£0	£0	£0	£0	-£15	-£15.00
Unallocated Expenditure	Cub Act	Group Camp	All Group Costs	TOTAL	OUT
				-£15.00	-£15.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00

1st Singleton Scout Group  
1 HARDY CLOSE  
WILLESBOROUGH  
ASHFORD  
KENT  
TN24 0XB

Your Account

Sort Code 30-90-89  
Account Number 53703160

TREASURERS ACCOUNT

01 May 2020 to 31 May 2020

Money In	£3.00	Balance on 01 May 2020	£465.22
Money Out	£0.00	Balance on 31 May 2020	£468.22

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 May 20	VICTORIA MITCHELL RILEY MITCHELL	FPI	1.50		466.72
11 May 20	A CAMPBELL AVA GLADWIN 200000000595633746 110219	FPI	1.50		468.22

*The last statements  
with transactions  
and balance on.*

Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

1st Singleton Scout Group  
 1 HARDY CLOSE  
 WILLESBOROUGH  
 ASHFORD  
 KENT  
 TN24 0XB

## Your Account

**Sort Code** 30-90-89  
**Account Number** 53703160

## TREASURERS ACCOUNT

01 June 2020 to 30 June 2020

<b>Money In</b>	£3.00	<b>Balance on 01 June 2020</b>	£468.22
<b>Money Out</b>	£0.00	<b>Balance on 30 June 2020</b>	£471.22

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 Jun 20	P COWPERTHWAITE J COWPERTHWAITE 02	FPI	3.00		471.22

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

1st Singleton Scout Group  
 1 HARDY CLOSE  
 WILLESBOROUGH  
 ASHFORD  
 KENT  
 TN24 0XB

**Your Account**

**Sort Code** 30-90-89  
**Account Number** 53703160

**TREASURERS ACCOUNT**

01 October 2020 to 31 October 2020

**Money In** £0.00  
**Money Out** £0.00

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
------	-------------	------	--------------	---------------	-------------

You have no transactions to display for this period.

*Latest statement  
 but doesn't have any  
 transactions or balance.*

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



Our Ref: Corporate Services/SF/EM

Please quote this reference on all future correspondence

Date: 13<sup>th</sup> April 2017

To Whom It May Concern

Dear Sirs,

**Re: 1<sup>st</sup> Great Chart Scout Group  
The Scout Association (TSA) Registered Charity No: 306101**

We write to confirm that the above Group is a registered scout unit with TSA under Registration number 10013640.

By way of background, TSA is a national charity incorporated under Royal Charter which, amongst other matters, enables Scout Units to register themselves so that they can operate officially. TSA also provides them with training, guidance and rules to abide by. These rules are found in our Policy, Organisation and Rules (POR) which can be accessed at <http://www.scouts.org.uk/supportresources/71>. Where relevant, POR also provides scout units with a Constitution.

Importantly, all Scout Units registered with TSA are set up as independent charities. TSA has no responsibility for the management of Scout Units, its land or affairs: this is and remains the responsibility of the local Executive Committee who are the Charity Trustees of the Scout Unit. Whilst TSA is sometimes referred to as an Umbrella Organisation for scouting, we are not the 'Parent Organisation' of Scout Units due to our limited role. Please note, Scout Units are not permitted to use or represent TSA's charity registration number as their own in any circumstances.

As you may already be aware and by way of confirmation, not all charities have to be registered with the Charity Commission in order to be classed as a charity and, in the particular case of Scout Units there is an exception whereby registration is not mandatory unless the likely income of the Unit is £100,000 p.a. or more or they own certain types of land/property interests. Some Scout Units choose to register on a voluntary basis which is purely a matter for them. However, in this matter, although the above Scout Unit may not be registered with the Charity Commission, it is nevertheless still a charity within its own right.

We hope the above is useful and please do not hesitate to contact us if you require anything further.

Yours sincerely,

  
**The Scout Association**

**The Scout Association**

Gilwell Park Chingford London E4 7QW T: +44 (0)20 8433 7100 F: +44 (0)20 8433 7103 E: [scout.association@scout.org.uk](mailto:scout.association@scout.org.uk) W: [www.scouts.org.uk](http://www.scouts.org.uk)  
Patron: HM The Queen President: HRH The Duke of Kent Founder: Robert Baden-Powell OM Chief Scout: Lt Cdr (Hon) Bear Grylls RN  
Registered Charity Numbers 306101 (England and Wales) and SC038437 (Scotland)

Ashford District Scout Council  
C/O 234 Hythe Road  
Willesborough, Ashford  
Kent, TN24 0QS

To whom it may concern,

I have been asked to confirm in writing that the Cub Scout Pack operating from the John Wesley School in Singleton, which is currently being run as a 2<sup>nd</sup> Pack under 1<sup>st</sup> Great Chart Scout Group, will in the future operate as an independent group, separate from 1<sup>st</sup> Great Chart.

I am pleased to confirm that this is the case and we hope in the future that a full Scout Group will develop in Singleton to serve the growing population with Scouting for many years to come.

The Ashford District Scout Council is very grateful to those leaders from 1<sup>st</sup> Great Chart Scout Group and 1<sup>st</sup> Repton Scout Group, who have given their time, energy and resource to this cause and continue to support the young people and new leaders.

The introduction of the Singleton Pack has been well received and in their second taster week (October 2019) they had 16 young people attend the evening several parents who were keen to become leaders. The forecast for the group included a recommendation that there could be a Scout Troop open within 2 years as the demand had already been recognised.

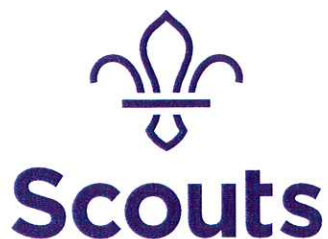
I strongly believe that if this year had taken a more 'normal' course, the Pack would be in excellent standing in the District and growing strongly towards the opening of a Scout Troop. I hope that 2021 will allow Scouting activities to resume and for all of our groups to flourish.

With kind regards,



James Yeomans  
Executive Committee Chairman  
Ashford District Scout Council





Date: 3<sup>rd</sup> December 2020

Dear Sirs,

**Re: 1<sup>st</sup> Singleton Scout Group  
The Scout Association (TSA) – Registered Charity No: 306101**

We write to confirm that the 1<sup>st</sup> Singleton Scout Group is a registered scout unit with The Scout Association (TSA).

By way of background, TSA is a national charity incorporated under Royal Charter which, amongst other matters, enables Scout Units and individuals to register themselves so that they can operate within Scouting officially. TSA also provides them with training, guidance and rules to abide by. These rules are found in our Policy, Organisation and Rules (POR) which can be accessed at <http://www.scouts.org.uk/supportresources/71>. Where relevant, POR also provides scout units with a Constitution.

#### Charitable Status

Importantly, all Scout Units registered with TSA are set up as independent charities with their own local governance i.e. Executive Committee (Charity Trustees). As you may already be aware and by way of confirmation, not all charities have to be registered with the Charity Commission in order to be classed as a charity and, in the particular case of Scout Units there is a special exception granted whereby registration is not mandatory unless the likely income of the Unit is £100,000 p.a. or more or they own certain types of land/property interests. Some Scout Units choose to register on a voluntary basis which is purely a matter for them. However, in this matter, although the above Scout Unit may not be registered with the Charity Commission, it is nevertheless still a charity within its own right. (Please note, TSA has no responsibility for the management of Scout Units, their land or affairs: this is and remains the responsibility of the local Executive Committee/Charity Trustees of the said Scout Unit).

We hope the above is useful and please do not hesitate to contact us if you require anything further.

Yours sincerely,

**Tamara Heslop  
Solicitor | The Scouts**

[www.scouts.org.uk](http://www.scouts.org.uk)

We prepare young people with skills for life

#### **The Scout Association**

Gilwell Park  
Chingford  
London E4 7QW

0345 300 1818 (UK)  
+44 (0)20 8433 7100  
[scout.association@scouts.org.uk](mailto:scout.association@scouts.org.uk)  
[scouts.org.uk](http://scouts.org.uk)

 /scoutassociation  
 @UKScouting

# Clerk's Report – February 2021

---

**Thank you:** I would like to thank everyone who helped with all the parish council matters while I was away. Sadly, this included dealing with vandalism and fly-tipping in the parish.

**Community Governance:** Due to personal reasons with heavy heart but I decided to withdraw from the course and postpone it until next year.

**Lockdown:** As of 06<sup>th</sup> January 2021 the government announced the 3<sup>rd</sup> national lockdown, which still applies. The rules of this latest lockdown can be found on the government's [website](#). We are waiting for the government to review the legislation regarding remote meeting before May, until then all meetings will be held online.

**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 😊

## #StaySafe

Please share the Government message below to help slow the spread of the virus.

