



# Great Chart with Singleton Parish Council

Founded in December 1894

## Meeting of the Parish Council held on Monday 14 February 2022 at Great Chart Village Hall at 7.30pm MINUTES

The meeting started with a reminder of the [Nolan Principles](#)

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

**ALSO PRESENT:** Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Cllr Blanford (ABC), Cllr Shorter (ABC), Cllr Barrett (ABC) 1 member of public.

### 1. Apologies for Absence

Cllrs Ackrill and McClintock

Cllr Howard-Smith (ABC), Cllr Ross (KCC), 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 – Cllrs Y Barker, Sullivan, Wiffen

Item 7.2 – Cllrs Y Barker, Sullivan, Darvill

Item 7.3 – Cllrs Wiffen

Item 7.4 – Cllrs Gathern, Wiffen, P Barker

Item 7.5 – Cllrs Y Barker, Sullivan, Alexander, Wiffen

Item 14 – Cllr Y Barker

Item 15 – Cllr Y Barker

### 3. Minutes of the Previous Meeting

The council resolved to approve the [minutes of the meeting](#) held on Monday 10<sup>th</sup> January 2022 as a true record.

<b>Proposed:</b>	Cllr P Barker	<b>Seconded:</b>	Cllr Gathern
<b>Vote In Favour:</b> 8	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 4. PCSO Report

The PCSO was not present, but her report was shared, see Appendix One. It was noted that the monthly reports to parish councils will stop being circulated in the coming months, and residents are being encouraged to sign up to My Community Voice which will be the new engagement tool used by the police instead.

## **5. Reports from Borough Councillors**

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

Cllr Barrett reported that it had been a quiet month. He thanked the parish stewards for working to improve the area outside Great Chart School.

Cllr Barrett will discuss with Aspire what work is due to be carried out around Singleton Lake ahead of the nesting season.

Cllr Barrett is now chair of the Climate Change Task Force group which will meet to discuss the ABC target of a carbon neutral estate by 2028. This will be achieved by making buildings greener, promoting greener travel for staff and some offsetting.

Cllr Gathern raised the issue of legacy litter being left across the borough following roadworks, ground works, and car crashes. She also noted that although fly posting is removed, it takes a long time to action and doesn't deter organisations from doing it again. Cllr Barrett requested that the more issues are reported, the quicker they can be dealt with, the KCC waste should be raised with KCC councillors and suggested that the parish council as an organisation could write to ABC to highlight specific areas that need improvement.

The use of plastic tubing on planted saplings was queried, but it was explained that rabbits eat cardboard tubing and it would also rot within the 5 years it was required to be in situ.

A discussion was held about who the new environment enforcement team should be targeting, as many residents are probably unaware of what a genuine waste carrier license looks like, and they may be scammed by unscrupulous companies who should be targeted first wherever possible. It was suggested the portfolio holder for environment is contacted to assist with a publicity campaign via parish council communication channels.

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

Cllr Blanford noted that more funding is now available for businesses who promote tourism in the area and to circulate this information to any local businesses that may be eligible.

Work is continuing on the design of Discovery Park.

ABC are hosting a planning training session for parish councils on 14 March at 2pm.

An unveiling for the wooden horse will be arranged, details will be given when agreed.

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

Not present.

### **5.4. Cllr Shorter - Washford Ward**

Cllr Shorter noted that there was nothing particular to mention with regards to his ward, which is hopefully reassuring that people are happy and settled.

Cllr Gathern raised a question about supplementary planning documents, and why they can't be used by ABC for green energy implementation on Chilmington when they have previously been used for private garden sizing. Cllr Shorter explained that the planning policy task force but it is approximately a three year process to develop these papers and they are busy with higher priority matters at the moment.

There have only been two comments received on the ABC draft budget.

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

### **6.1. Cllr Charlie Simkins**

Not present.

## **6.2. Cllr Dirk Ross**

Not present.

## **7. Reports from Committees/Groups**

To receive reports from committees

### **7.1. Chilmington Green Planning Working Group**

The committee met on 8<sup>th</sup> February and minutes are available on the website.

### **7.2. Great Chart Playing Fields**

The committee met in January and minutes have been circulated.

### **7.3. Singleton Spaces**

The Centre hosted a successful quiz on Saturday night. Cash flow has been unpredictable recently but is getting back to normal. The Charity Commission annual return has been submitted.

### **7.4. Amenities, Open Space and Environment Committee**

Cllr Gathern and the Clerk met with the Bumblebee Conservation Project to discuss possible environmental projects across the parish. A walkabout is planned for 11<sup>th</sup> March to advise on pollinator friendly areas to focus on. Bus stop roofs had been dismissed as too expensive but from April there will be some grant funding available so this will be investigated. Creating a sensory garden was also discussed.

Cllr Gathern attended a webinar by Pesticide Action Network regarding going pesticide free in the parish. The Clerk wrote to ABC to find out if rodenticides are used in the parish as these can cause damage to kestrels and owls.

A meeting took place with a member of the Aspire team to identify two areas near Manorfield to create wildflower meadows that will be managed by the parish council to promote biodiversity.

On 23<sup>rd</sup> February Cllr Gathern will present at the Mayor's Environmental Day on the successful dog poo campaign work the parish council has carried out.

Cllr Wiffen explained a current project to expand the Hillcrest allotments site. The current KCC footpath is incorrectly sited, KCC have agreed to reinstate the correct footpath site and a contractor has quoted £2,290 to clear the remaining area which would allow another 10-15 allotments to be created, the current waiting list has over 20 people on it. As this item was not on the agenda, it cannot be voted on at this meeting so an extraordinary meeting will be arranged in due course.

### **7.5. Staffing Committee**

A meeting was held last week. The youth worker post will continue to be advertised until the end of March, applicants so far have not held the required youth worker qualification.

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

Cllr Tate noted that he had been contacted by a resident on the Street who has raised the issue of electric charging for vehicles in Great Chart when the majority of houses have no off-road parking to install private charging equipment.

## 8. Planning Applications for Consideration this Month

### 8.1. Planning application number [21/02240/AS](#)

31 The Bulrushes, Singleton, Ashford, Kent, TN23 5GD – **Cllr P Barker**

The current owners do not use the garage for parking and have space in front of the house to park three cars.

The council resolved to support the application.

<b>Proposed:</b>	Cllr P Barker	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 7	<b>Vote Against:</b> 0	<b>Abstain:</b> 1	<b>MOTION CARRIED</b>

### 8.2. Planning application number [21/02193/AS](#)

11 Hedgerows, Singleton, Ashford, Kent, TN23 5WL- **Cllr Y Barker**

There is currently a temporary wooden garage in situ on this property but it is not fit for purpose. The dwelling next to it had a similar application rejected for over massing and it is likely this application will cause the same problem due to the way the buildings are set out. It would give the appearance of four buildings being joined together. A query was raised on whether the proposed parking space for the dwelling is shared land. It was requested that a site visit is carried out by the planning department before a decision is made.

The council proposed to object to the application.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr Sullivan
<b>Vote In Favour:</b> 8	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 8.3. Planning application number [22/00015/AS](#) and [22/0016/AS](#)

Goldwell Oast, Ninn Lane, Great Chart, Ashford, Kent, TN23 3BY New timber framed porch to main entrance; alterations to windows/doors; Alterations to internal layout to include relocation of kitchen involving removal of internal walls and enlargement of window in NW elevation; lowering of floor between barn and oast and creating a new opening; reconfiguration of the ground floor of the kiln and replacing the staircase; construction of new timber framed porch to main entrance to include insulation of entrance lobby; door to SW elevation. Insulation and replace plasterboard in the living room. Replacement of external weatherboard and insulation to stowage; reuse of garage post/new beam new timber framed porch to main entrance, alterations to windows/doors- **Cllr Wiffen**

These two applications were originally submitted in 2017 and were passed but never put into place. These will likely be passed again according to the planning officer. There are no heritage concerns.

The council resolved to support the application.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Tate
<b>Vote In Favour:</b> 8	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 9. Planning Decisions

The [planning decisions](#) are available to view on the website. No comments were made.

## 10. Policies for approval documents to review

None

### 11. Resurfacing: [Footpath](#) by Singleton Village Hall and [Cuckoo Park Basketball area](#)

Two claims have been made regarding accidents on the footpath in the last few years. The first claim has just been settled, and the second is currently being settled. Risk assessments were carried out and mitigation actions actioned following the first claim, but the second claim still arose.

The council resolved to appoint Ashford Tarmac to resurface the footpath.

<b>Proposed:</b>	Cllr Gathern	<b>Seconded:</b>	Cllr Tate
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

With regards to the Cuckoo Park basketball area, a cheaper quote was obtained from Ashford Tarmac but it wasn't 'like-for-like' and the work will still be carried out by The Great Outdoor Gym company as previously agreed.

### 12. TRO Notice for a Crossing Point at Cuckoo Lane- John Wesley School

The recent Highway Code changes were highlighted which give drop kerb users priority over cars. It was suggested that yellow lines should be put opposite the junction.

The council resolved to agree to support the crossing and these comments for the consultation.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Darvill
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 13. TRO Notice for Speed reduction – Bartlets Lane- Chilmington Green Road

A discussion was held regarding the 20mph speed limit within the housing development, and that there are parts of Bartlets Lane where two vehicles cannot pass. It was suggested that 30mph may be more suitable than 40mph.

The council resolved to comment requesting an alternative speed limit of 30mph, if 20mph is not possible.

<b>Proposed:</b>	Cllr Tate	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 14. Parish Council Community Award Scheme

The [proposed scheme](#) will be good value for money and gives people pride in their local area. It would bring people to the annual meeting and give the public the opportunity to promote their own 'heroes'. It will start with a group award and an individual award and build from there if successful.

The council resolved to adopt the scheme.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Gathern
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 15. Ashford Community Lottery

The scheme [information](#) suggests it is simple to set up and take part in. There will be some groups that do not agree with a lottery scheme, or it may not be suitable for them to take part.

## 16. Finance

### 16.1. Items for Payment and bank reconciliation

#### Items for Approval for Payment February 2022

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	February contribution	£1,595.03	
Bacs	Salary	February salaries	£927.45	
Bacs	Kent Pension Fund	January Pension Contribution	£4,907.26	
Bacs	The Play Inspection Company	Annual inspection of Cuckoo Park and Great Chart Play parks	£250.20	
Bacs	Lister Wilder	Chainsaw Glove x2	£79.99	£13.33
Bacs	KCC Commercial Services	Photocopier Paper and foldback clips	£61.10	£10.18
Bacs	Don Smith Garden Care	December church yard maintenance	£60.00	
Bacs	Kall Kwik	Banner	£66.00	£11.00
Bacs	Clerk	Reimburse Clerk's travel and parking for study days	£174.00	
Bacs	JRB Enterprise	Economy Dog Glove refill	£239.40	
Bacs	Ashford Borough Council	Ground maintenance 2021	£4,510.27	£751.71
Bacs	Tuckwells	Mower Maintenance plan	£77.96	£13.00
<b>Total:</b>			<b>£ 12,948.66</b>	<b>£799.22</b>

#### Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Ashford Borough Council	Grant towards landscaping outside Great Chart Primary School	£300.00	
<b>Total:</b>			<b>£300.00</b>	

Credit card payment items for Information	Description	Total paid	VAT
<b>Account Number: 19079376</b>			
Martin McColl	Refreshment	£2.65	
JIK Software Limited	Youth Worker Job advert	£58.80	£9.80
Canva	Annual licence renewal	£107.88	
Amazon	Wooden Pine Tripod Easel	£19.99	£3.33
<b>Account Number: 24056805</b>			
B&Q	Magnusson Scissor heavy duty	£7.14	£1.19

Timpson	Key cut for gate next to Singleton village hall	£16.00	
Grow at Brogdale*	Two cherry trees for outside the school area	£70.00	
Travis Perkins	Treated decking timber	£115.86	£19.31
B&Q	Wood screw set 1200pc	£12.46	£2.08
Travis Perkins*	Treated decking timber	£145.44	£24.24
Applegreen	Diesel	£60.07	£10.01
B&Q	WD40 Trade size to treat locks at PFA, 3in one lithium grease	£16.02	£2.67
Fixings Warehouse	Wonder wipes and anti bacterial wipes	£17.88	£2.98
Bliby Plastic	Acrylic to replace noticeboard screen at Singleton Lake	£24.77	£4.13
Fixings Warehouse	Stainless socket screw	£1.34	£0.22
B&Q	Paint brush, hammerite, wood and metal roller, wood and metal replacement sledge	£33.72	£5.62
Giff Gaff	Mobile Internet	£20.00	£3.33
B&Q	Pine quadrant	£3.77	£0.63
Applegreen	Diesel and carlube adblue	£83.02	£13.84
<b>Total:</b>		<b>£816.81</b>	<b>£103.38</b>

### Great Chart with Singleton Parish NEW

#### Bank - Cash and Investment Reconciliation as at 18 January 2022

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/12/2021	Metro Bank Current Account	114,454.19
31/12/2021	Metro Bank Instant Access	88,853.07
31/12/2021	Metro Bank Credit Card 6934	-153.72
31/12/2021	Metro Bank Credit Card 8589	-406.80
31/12/2021	NatWest Current	100.00
31/12/2021	NatWest Reserve Account	151,256.78
31/03/2021	Nationwide Business 1 Yr Fixed	210,358.13

**564,461.65**

##### All Cash & Bank Accounts

1	Metro Bank Current Account	114,454.19
2	Metro Bank Instant Access	88,853.07
3	Metro Bank Credit Card	-560.52
4	NatWest Current Account	100.00
5	NatWest Reserve Account	151,256.78
6	Nationwide Business 1 Yr Fixed	210,358.13
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>564,461.65</b>

The council resolved to approve the items for payment and acknowledged the bank reconciliation.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 16.2. Waste Collector by Youth Shelter – Cuckoo Park

It was discussed whether an ashtray near a youth shelter would encourage more people to smoke in a no smoking area.

The council resolved to purchase a general litter bin with a stub plate for putting out cigarettes.

<b>Proposed:</b>	Cllr Tate	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour: 6</b>	<b>Vote Against: 0</b>	<b>Abstain: 2</b>	<b>MOTION CARRIED</b>

### 16.3. [Aspire ground maintenance quote](#)

A question was raised around whether Great Chart Playing Fields should pay for the work requested. It was noted that the parish council has allocated budget to cover the cost of maintenance of the fields. The council resolved to accept the quote.

<b>Proposed:</b>	Cllr Gathern	<b>Seconded:</b>	Cllr Tate
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

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

The Clerk's [Report](#) was presented. No comments were made.

## 18. Correspondence

- Email from PCSO Stevens promoting My Community Voice
- Email from KCC confirming the movement of the footpath AW244.

## 19. Items for Information or Agenda for Next Meeting

- Road crossing in Ashford Community Woodland and the damaged mirror.

## 20. Date and Venue of Next Meeting

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

The meeting closed at 21:50.

Signed as a true record by:

Cllr Wiffen \_\_\_\_\_

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



## Appendix One



Good evening everyone,

Apologies for not being able to make it this evening, However, I have distributed my monthly newsletter for January which can be found on the Great Chart with Singleton Parish Council website.

So far this month Kent Police has received a report of nuisance bikes in the Singleton Road area of Great Chart. We also received a report of nuisance youths in the same area. A patrol did attend, and the youths were spoken to and details taken.

There was also a further report of nuisance bikes at the Singleton Environment Centre. With the better weather around the corner, we are likely to see an increase in nuisance vehicle calls. As always please do report these to us with number plates details, if there are any, and a description of the bike and rider. Video footage is also very helpful but please do not put yourself at risk.

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

I will be attending the Askes Court Pop Up Café this Wednesday (16<sup>th</sup>) which runs from 2pm until 4pm. I will also be at the bike-marking event this Thursday (17<sup>th</sup>) which is being held at Singleton Village Hall between 10am and 12pm. Please do come along for a chat if you are free.

Finally, I would like to remind you of the new platform that Kent Police are using - My Community Voice. This is a two-way engagement tool and provides real-time messages directly from us. If you would like any further information about this then please let me know.

Stay safe everyone

PCSO Catherine Stevens