

Great Chart with Singleton Parish Council

Founded in December 1894

Annual Meeting of the Parish Council held on Monday 9th May 2022 at Singleton Village Hall at 7.30pm MINUTES

PRESENT: Cllrs Ackrill, Alexander, P Barker, Y Barker, Darvill, Gathern, Sullivan, Tate, Wiffen
ALSO PRESENT: Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk),
Cllr Blanford (ABC), Cllr Ross (KCC), 1 member of public

1. Election of:

1.1. Chair and Signing of the Declaration of Office

Nominations for position of chair were requested, it was proposed that Cllr Wiffen be nominated for the position.

The council resolved to accept Cllr Wiffen as Chair of the parish council. Cllr Wiffen signed the Declaration of Office

All councillors present noted their thanks to Cllr McClintock for his great service as Parish Council Chair over the past 20 years.

Proposed:	Cllr Y Barker	Seconded:	Cllr Gathern
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

1.2. Vice Chair, Signing of the Declaration of Office

Nominations for position of vice-chair were requested, it was proposed that Cllrs Y Barker and Sullivan be jointly nominated for the position.

The council resolved to accept Cllr Y Barker and Sullivan as joint Vice-Chair of the parish council. Cllrs Y Barker and Sullivan signed the Declaration of Office.

Proposed:	Cllr Gathern	Seconded:	Cllr P Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

2. Apologies for Absence

Cllr McClintock, Cllr Barrett (ABC), Cllr Shorter (ABC), Cllr Simkins (KCC)

3. Declarations of Interest

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

3.1. Disclosable Pecuniary Interests

None

3.2. Other Significant Interests

Item 17.1 – Cllrs Ackrill, Wiffen

3.3. Other Interests

Item 9.1 – Cllrs P Barker, Y Barker, Sullivan, Wiffen

Item 9.2 – Cllrs Y Barker, Darvill, Sullivan

Item 9.3 – Cllrs Ackrill, Wiffen

Item 9.4 – Cllrs P Barker, Gathern, Wiffen

Item 17.2 – Cllrs Ackrill, Wiffen

4. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 11th April 2022 as a true record.

Proposed:	Cllr P Barker	Seconded:	Cllr Gathern
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

5. Declaration of Vacant Office Position

The Chair thanked Cllr Wilford for his service over the last three years and noted the vacant position currently being advertised.

6. PCSO Report

Please see Appendix One.

7. Reports from Borough Councillors

7.1. Cllr Barrett – Singleton East Ward

Not present

7.2. Cllr Blanford – Weald Central Ward

Cllr Blanford congratulated the new chair and vice chairs on their positions. She also noted that Cllr McClintock has been a steady and considerable support over the years and has been very dedicated to the village of Great Chart in particular.

The tail of the wooden horse is currently with Stevensons to repair it and put it back in place. There is a proposed unveiling in June. The parish council were asked to suggest some suitable dates and to link in with local schools.

Cllr Blanford held a meeting with Emma Powell on Discovery Park. Planning work is taking place regarding car parking, school playing fields, tree planting and more but the land is owned by Hodsons so progress is slow.

Cllr Blanford attended the All Change for Ashford play and highly recommends it.

Cllr Blanford has met with Alison Breese and Steven Bartlett to discuss more ways to get in touch with people living on the Chilmington development.

The secondary school planning application will go to the June planning meeting.

It was asked if there was a maintenance plan for the wooden horse. It was suggested that ABC should have a plan in place for health and safety reasons.

7.3. Cllr Howard-Smith- Singleton West Ward

Not present

7.4. Cllr Shorter -Washford Ward

Not present

8. Reports from County Councillors (when in attendance)

8.1. Cllr Charlie Simkins

Not present

8.2. Cllr Dirk Ross

Cllr Ross congratulated the new chair and vice chairs on their positions.

Since the last meeting, Cllr Ross has assisted some parents with appeals for school places, campaigned for the reinstatement of the 925 bus service or similar, removed a few COVID fly posters and reported others along with fly posted estate agent signs.

Cllr Ross has given £2000 grant money to Singleton Spaces and has more grant money available to those who qualify.

Cllr Ross was asked why the less used bus routes are being served by double deckers. He explained that sometimes it is down to stock available, whether the bus goes on to another route, and some of the bigger newer buses are more efficient than the older smaller buses.

Cllr Gathern noted that the mobile library service is out for consultation again, and due to staffing issues, engine breakdowns and servicing it hasn't always been available.

This has resulted in a drop in usage numbers which is often a reason to close a service down. It is a vital service that should be protected.

Cllr Tate asked if KCC had considered electric charging points for taxis to get them moved over to electric. Cllr Ross noted the problem of accessing appropriate land and getting the power in but if anyone is aware of suitable land to let him know.

9. Reports from Committees/Groups

To receive reports from committees

9.1. Chilmington Green Planning Working Group

A meeting held was held on 26th April and minutes are available on the website. The next meeting is scheduled for 10th May which will discuss the Possingham application. Comments can be made on the ABC Planning Portal.

There have been no changes to s106 requirements, so the hold is still on the Help to Buy scheme from Homes England.

Still waiting for an update on CMO building

Cllr Y Barker attended advanced planning training from KALC and also attended a four-day conference on planning from Planning Portal.

9.2. Great Chart Playing Fields

No meeting held since the last council meeting. The AGM is scheduled for 23rd May.

9.3. Singleton Spaces

Singleton Spaces has been selected as the incoming Mayor's charity for her year of office which is excellent news.

The Charity received a letter from the accountant who had failed to account for the reduced VAT rate of 5% and then 12%, so a £26K rebate is due to be paid.

A further discussion needs to be held with ABC as to where exactly the money generated by the solar panels is going, as the current electricity bills seem too high for a building generating its own electricity.

9.4. Amenities, Open Spaces and Environment Committee

Allotments – the container was broken in to on Saturday and a number of sheds were searched.

Management plan for Buxford Meadow – still waiting to receive it. Cllr Gathern had received complaints about work carried out in the area, but Aspire had explained why this work was carried out and residents are happy with these explanations.

Meadow creation – signs have been put up where grass will be allowed to grow. There has been positive reaction so far.

Bumblebee Conservation Trust – report received but not yet digested.

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

Sunday 22nd May will be the 78th anniversary of the bombing of the camp at what is now Kestral Park. A service will be held at St Mary's Church in Great Chart.

10. Planning Applications for Consideration this Month

10.1. Planning Application [22/00493/AS](#)

Ninn Lodge Farm, Ninn Lane, Great Chart, Kent. Demolition of 2no. existing modern, open barns and erection of 1 no. replacement storage building. **Cllr Y Barker**

This area is part of Godinton estate. It is in the industrial section but there is suitable parking and there are no reasons to object. The council resolved to support the application.

Proposed:	Cllr Y Barker	Seconded:	Cllr Ackrill
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

10.2. Planning application number [21/01315/CONB/AS](#)

Land between the Pig and Whistle Farmhouse and Minden Cottage, Ashford Road, Great Chart, Kent, Discharge of conditions 2 (materials), 3 ((a) Eaves, (b) external rainwater goods, (c) flues, grilles and vents, (d) electricity and gas meter boxes, external pipe work, (e) boundary walls, (f) gates (g) brick or stone laying patterns,

mortar specifications and colour (h) all decorative brick work, (i) details and sections of window frames, 13 (bike storage), 17 (Landscaping scheme), 18 (Boundary treatments), 26 (Refuse and recycling) & (timber gates) – **Cllr P Barker**

This application follows on from a previous planning application and is to discharge the conditions set out to report on materials used. The council resolved to support the application.

Proposed:	Cllr P Barker	Seconded:	Cllr Darvill
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

10.3. Planning application number [22/00552/AS](#)

66 Manorfield Singleton, Ashford, Kent, TN23 5YW, Outline planning application with all matters reserved for 1.no. 2 bedroom and of terrace dwelling, attached, to existing terrace. **Cllrs McClintock & Wiffen**

This application creates massing, does not provide the additional parking required in TRA3 and negatively impacts the street scene. The council resolved to object to the application.

Proposed:	Cllr Wiffen	Seconded:	Cllr Ackrill
Vote In Favour: 8	Vote Against: 0	Abstain: 1	MOTION CARRIED

10.4. Planning application number [22/00457/AS](#)

64 The Street, Great Chart, Ashford, Kent, TN23 3AP Refurbishment of the four sash windows on the front/road facing/south facing aspect of the property- **Cllr P Barker**

This application is needed as the building is listed and needs the listed repairs. The council resolved to support the application.

Proposed:	Cllr P Barker	Seconded:	Cllr Wiffen
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

11. Planning Decisions

Please see Appendix Two.

12. Election of Members to the following [Committees](#)

Finance Committee (5) Staffing Committee (4) Amenities, Open Spaces and Environment Committee (6)	Complaints Committee (4) Great Chart Playing Fields Association (4) Chilmington Green Planning Working Group (7)
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It was proposed Great Chart Playing Fields Association is disbanded as a parish committee, as it now has its own committee. Otherwise, all those who currently stand will continue to stand.

Proposed:	Cllr P Barker	Seconded:	Cllr Wiffen
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

13. Review and Appointment of PC representatives to [Outside Organisations](#)

Toke and Streeter Almshouses Great Chart Village Hall Singleton Village Hall Barrow and Spade War Memorial Trust	Great Chart Playing Fields Association YB Bean Fund KALC (Ashford) Forum Chilmington Green Stakeholders Parish Forum MW Singleton Spaces
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Cllr Y Barker will be the representative for Great Chart Playing Fields now that the committee has been disbanded. Roles fulfilled by the Chair of the Parish Council will change from Cllr McClintock to Cllr Wiffen. Otherwise, representatives will remain the same. The council resolved to accept these changes and the updated documents will be added to the website.

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

14. Policies for approval documents to review.

14.1. [Standing Order](#)

The Clerk reminded councillors to familiarise themselves with the standing orders. The council resolved to approve the Standing Order.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

14.2. [Code of Conduct](#)

The council resolved to approve the Code of Conduct.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

14.3. [Finance Risk management 2022-2023](#)

The council resolved to approve the Finance risk management 2022-2023.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

14.4. [Financial Regulations](#)

The council resolved to approve the Financial Regulations.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

14.5. [Staffing Committee Terms of Reference](#)

There was a change from just specifying the Clerk/RFO to all council employees. The council resolved to approve the Staffing Committee Terms of Reference.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

15. Stronger Community

The proposal is to form a committee to look at projects to be carried out within the parish. The first project would look at a community fridge and then other projects could be explored. Cllrs Alexander, Y Barker and Sullivan are willing to form the committee alongside someone from outside the parish. The council resolved to support setting up the committee and creating terms of reference.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

16. Training

The Clerk has proposed a number of topics for councillors to be trained on. This can be done via online training courses or group workshops. Any other ideas are welcomed at any time.

17. Finance

17.1. Items for Payment

Cllr Darvill suggested that a 5-year insurance policy should be purchased to avoid year on year increases. The council resolved to approve the items for payment.

Proposed:	Cllr Y Barker	Seconded:	Cllr Tate
Vote In Favour: 7	Vote Against: 0	Abstain: 2	MOTION CARRIED

Items for Approval for Payment May 2022

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	May contribution	£1,984.67	
Bacs	Salary	May salaries	£5,366.01	
Bacs	Kent Pension Fund	April Pension Contribution	£934.90	
Bacs	Lamb-Latore LTD	Vegetation Clearance-allotments	£2,754.00	£459.00
Bacs	Cllr Wiffen	Reimburse BBQ for PC activity day	£190.23	
Bacs	KCC Commercial Services	Easter Chick boxes	£10.75	£1.79
Bacs	KCC Commercial Services	Glue sticks, paper plates etc. for activity day	£109.46	£18.24
Bacs	Ashford Borough Council	Singleton Environment Centre building insurance	£1,957.39	
Bacs	Zurich	Great Chart with Singleton Parish Council	If signing up for a 5 yr plan £2705.70 If 3 yr plan £2850.59 if 1 yr plan £2995.47	
Bacs	Zurich	Singleton Spaces Insurance	£1,901.91	
Bacs	Kent Association of Local Councils	Membership renewal	£1,986.00	£331.00
Bacs	Singleton Village Hall	Office Rent	£1.00	
Bacs	Singleton Village Hall	Hall hire-interview	£36.00	
Bacs	KCC Commercial Services	Provision for tree planting-Old Orchard roundabout	£332.36	
Total:			£17,564.68	£810.03

Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Ashford Borough Council	First half of the precept	£149,869.00	0
Total:			£149,869.00	

Payment for Information

Payment Date	From	Description	Total paid	VAT (if applicable)
14.04.22	Great Chart with Singleton PC	Singleton Spaces- Grant	£250.00	
14.04.22	Great Chart with Singleton PC	Grant to Singleton WI- Grant	£825.00	0
Total:			£825.00	

17.2. Singleton Environment Centre

The Singleton Spaces insurance payment was approved as part of Item 17.1 Items for Payment. It was noted that the SEC overspend on the extension of £3,393 was paid for by the Parish Council.

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

Please see Appendix Three.

There was a discussion on the re-routing of the PROW around the allotment, which means there is less land available for the additional allotments.

19. Correspondence

- None

20. Items for Information or Agenda for Next Meeting

- None

21. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday 13 June 2022 starting at 7.30pm at Great Chart Village Hall** and the Annual Meeting of the Parish **Monday 16 May at Singleton Village Hall starting 7.00 pm**

The meeting closed at 21:05.

Closed session

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

22. Zurich Claim

Following the second insurance claim that was received, the parish council have decided to reject the claim against it.

The closed session ended at 21:20.

Signed as a true record by:

Cllr Wiffen _____

Date: _____

APPENDIX ONE

Good evening,

Apologies for not being able to make it to the meeting. However, I will be at the Pop-up Café this Wednesday at Great Chart Village Hall from 11am should anyone wish to come and have a chat with me.

There has been a number of incidents in this area over the last month. The most concerning is that we received two separate reports on 5th May of a male in his late teens, wearing a balaclava who approached two members of public. This male was holding barbecue prongs. He stated that he needed a phone to which one of the victims did hand hers over to him. These incidents took place near to the allotments in Hillcrest and along the footpath that joins Great Chart and Singleton. Thankfully, no one was hurt. My advice to you is, if possible, keep to busy, well-lit streets and paths where there is housing. Also keep your mobile phone and valuables out of sight. If you're using your phone, it's more likely to be snatched from your hand as you're not paying attention to your surroundings, so look around you. What's more, you are less likely to be targeted if you look confident so try to move with purpose.

We also received a report of a male in a small dark blue vehicle acting suspiciously along Bucksford Lane. As always, if something does not feel right then please do report it us.

There was also a couple of reports of youths starting fires; one at the Singleton Environment Centre and the other at the Great Chart Playing Fields. These were dealt with swiftly by members of the public.

During the month, Kent Police also received a report of a shed having been broken into. This took place along Mock Lane. Often many people don't secure their shed or garage in the same way they do their homes It's worth having a good padlock on the door with no exposed screws. Pay attention to hinges, as these are sometimes easily removable. If you have windows then these could be vulnerable unless they're secured with wire mesh or grills. Also consider a shed alarm. Finally keep your shed locked at all times.

As always, please do contact Kent Police if you think there is something we should know about. If we don't know about it, we can't try and do something about it.

Stay safe everyone

PCSO Catherine Stevens

APPENDIX TWO

Planning Decisions

May

Planning application number 21/00446/CONA/AS

Ninn Farm, Ninn Lane, Great Chart, Ashford, Kent, TN23 3DA Discharge of condition 5 (lighting for biodiversity) **ABC: Permit PC: No Comment**

Planning application number 21/01949/AS

29 Old Orchard, Singleton, Ashford, Kent, TN23 4PY. Side extension incorporating dormer window. **ABC: Refuse PC: Object**

Planning application number 22/00281/AS

Malthouse Farm Bungalow, Daniels Water, Great Chart, Ashford, Kent, TN26 1JY Lawful development certificate - existing - use of building as an Independent Dwelling

Planning application number 22/00372/AS

49 The Bulrushes, Singleton, Ashford, Kent, TN23 5GD Lawful Development Certificate - Proposed -The proposed works are for a small single storey extension to the rear of the property which will increase the size of the existing ground floor living area.- **Withdrawn by applicant**

Planning application number 21/00839/CONA/AS

Land at Chilmington Green, Ashford Road, Great Chart, Kent, Discharge of condition 6 (Phase 2 active travel route – Construction Management Plan) **ABC: Permit PC: No Comment**

Planning application number 22/00221/AS

9 Stowell Close, Singleton, Ashford, Kent, TN23 5HS, Lawful development Certificate proposed rear extension (3m x 3m and 2.6m tall)

Planning application number 22/00311/AS

67 Viburnum Close, Ashford, Kent, TN23 3LD Single storey rear extension, garage conversion, extension to front porch, first floor side, extension and alterations to the fenestration. **ABC: Permit PC: No comment**

Planning application number 12/00400/COAG/AS

Land at Chilmington Green, Ashford Road, Great Chart, Kent, Discharge of condition 88 (Access construction Environmental Management Plan- Access C Roundabout) **ABC: Permit PC: No Comment**

Planning application number 12/00400/COAJ/AS

Land at Chilmington Green, Ashford Road, Great Chart, Kent, Discharge of condition 89 (Main AAP Phase 2 – construction Environmental Management Plan) **ABC: Permit**

Planning application number 19/01079/CONB/AS

Land at Chilmington Green, Ashford Road, Great Chart, Kent, Discharge condition 6 (SUDS- Surface water run off) **ABC: Permit PC: Object**

APPENDIX THREE

Clerk's Report – May 2022

Pop Up café:

The Pop-up Café at Great Chart village hall takes place between 11.00am and 1.00pm and in the afternoon at Askes Court between 2.00pm and 4.00pm.

Please make a note of the future Pop-Up Café dates below:

Wednesday, 11th May 2022

Wednesday, 15th June 2022 & Askes Court

Wednesday, 13th July 2022

Wednesday, 10th August 2022 & Askes Court

Wednesday, 14th September 2022

Wednesday, 12th October 2022 & Askes Court

Wednesday, 16th November 2022

Wednesday, 14th December 2022 & Askes Court

Easter Craft activity and BBQ: A very successful Easter activity day was held at SEC. The weather was on our side and the event was extremely well attended. Thank you all who supported the event and to Flora for attending.

Jubilee Event: On the 18th June 2022 we are holding our Jubilee event, it will start at 11.00 am and finish at 2.30pm. There will be fun activities for the whole family throughout the day, performances by Ashford Concert band and others. More information about the event can be found on the parish council website. If you would like to volunteer on the day, please contact Paula. We hope to see many of you there.

Defibrillator training: On 2nd May PMVA training kindly held a free defib and CPR training at Singleton Village Hall. The training was well attended by residents and we hope it gave them confidence to use a defibrillator. Another training session will be held at Great Chart too.

Cuckoo Park: The outdoor gym equipment is now in place and fully functional. However, the surfacing around the equipment will need to be fixed as it is uneven in places and the lining of the court still needs to be painted.

Community Garden: The idea of the community garden was well received by residents and so far, four residents volunteered to help. A second leaflet was distributed and a final one will be done once a date for planting is agreed.

Allotments: A new way marker has been installed to show the re-aligned route of the path. We hope this will help walkers in the area.

Meeting with KCC Steward:

The following works are planned within the parish area:

Refreshing white lines Chilmington Green Road junction with A28, Chilmington Green Road junction with Mock Lane, Chilmington Green Road, Stubbs Cross to A28

Tally Ho Road junction with Chilmington Green Road, Long Length junction Chilmington Green Road, Bartlets Lane junction with Chilmington Green Road, Bucksford Lane junction Chart Road, Bullrushes junction with Singleton Hill, Coronation Drive junction Singleton Road Chart Road centre lining. The bus stop on Imperial Way has been reported to KCC.

I hope the steward will be attending one of the Pop-Up Café where residents will have a chance to ask Highways related questions.

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

Community Heroes:

The number of Community Heroes are slowly growing and now we have a family in the Chilmington Green development area. As always, if you can, please promote the scheme with your friends and family. More information can be found on the parish council's [website](#).

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

Training: Please regularly check the Kent Association of Local Councils website for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place at an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. If you have issues with accessing the website please email Laura Dyer at manager@kentalc.gov.uk and she will be able to assist you.

Reporting: It is very important that if you see a fault, it is reported to the relevant authority immediately so works can be arranged. It is often confusing to know who to report to so if in doubt you can check the Parish Council [website](#) where all the information you need to know is available. Did you know you can use What3Words to pinpoint the exact location of a fault? You can either access it via [the website](#) or download the app on your smartphone.

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 and follow us 🙏