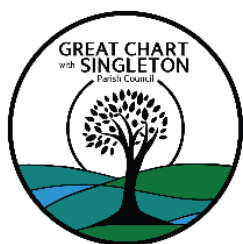


Great Chart with Singleton Parish Council

Founded in December 1894



Meeting of the Parish Council held on Monday 11th of March 2024 at Chilmington Cabin at 7.30pm MINUTES

PRESENT: Cllrs P Barker, Y Barker, D Gathern, Herring, McClintock, Sullivan, Wiffen.
ALSO PRESENT: Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk),
Cllr S Gathern (ABC), Cllr Blanford (ABC), 6 members of public.

1. Apologies for Absence

Cllr Darvill, Tate.
Cllr Barratt (ABC), Cllr Hallett (ABC)

2. Declarations of Interest

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

2.1. Disclosable Pecuniary Interests

None

2.2. Other Significant Interests

None

2.3. Other Interests

Cllr Y Barker – Items 6.1, 6.3, 6.4, 6.5, 6.7, 6.8
Cllr McClintock – Items 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.8
Cllr Wiffen – Items 6.2, 6.3, 6.4, 6.5, 6.6, 6.8
Cllr P Barker – Items 6.1, 6.3, 6.7, 6.8
Cllr D Gathern – Items 6.1, 6.3, 6.4, 6.5, 6.6, 6.8
Cllr Sullivan- Items 6.1, 6.4, 6.5, 6.8

3. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 12th February 2024 as a true record of the meeting.

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

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

4.1. Cllr Bill Barrett – Singleton East Ward

Not present. Apologies received. No report given.

4.2. Cllrs Jessamy Blanford – Weald Central Ward

No report given. A request was made that a report should be provided ahead of next meeting as per the new procedure.

Cllr Blanford has a number of ABC meetings this week including one on Friday regarding the illegal dumping at Hoads Wood.

The new waste contract is due to start before the end of March and communications will be sent to all households. Council tax bills for next financial year are due shortly.

It was noted that the crashed car in the ditch in Great Chart has still not been removed and no agency is willing to take responsibility for it.

4.3. Cllr Sally Gathern - Singleton West Ward

Report at Appendix One.

Cllr S Gathern contacted the Flood and Water Management committee at KCC after many other failed attempts to solve the problem of the flooding underpass. They sent someone out and so far the issue seems to have been resolved.

Cllr S Gathern recently attended the Joint Transport Board and asked if the required servicing had been done to the pump, and this information will be fed back to her. She also asked if footpaths have equal rights to clearing/fixing as roads and this information will also be fed back to her.

4.4. Cllr Clive Hallett - Washford Ward

Not present. Apologies received. Report at Appendix One.

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

5.1. Cllr Charlie Simkins

Not present. No report given.

5.2. Cllr Dirk Ross

Not present. No report given.

6. Reports from Committees/Groups

To receive reports from committees

6.1. Planning Committee

A meeting was held and minutes circulated.

A recent application for a 'garage conversion' on the Chilmington development was discussed as it affects the original car parking allocation. The application was withdrawn the following day but this issue has been followed up with ABC enforcement as it is likely to happen again.

6.2. Singleton Spaces

A number of sub-committees have now been set up to focus on specific aspects of what the Centre is attempting to achieve. This is a new way of working but seems to be going well.

The next quiz will be on Saturday 6th April.

Nature Watch screens have been installed at the Centre with support from McArthur Glen Designer Outlet and with funds raised during the time spent as the Mayor's selected charity last term.

6.3. Environment Committee

A meeting was held and minutes circulated.

Some subjects will be raised as later agenda items.

6.4. Stronger Communities

A meeting was held and minutes circulated.

The fridge continues to run well.

The Big Thank You will be discussed later in the agenda.

6.5. Staffing Committee

The committee reviewed the model contract of employment which will be discussed as a later agenda item.

There have been 16 applications for the parish steward role and the applications are being reviewed on Friday.

6.6. Great Chart Playing Fields

The metal pedestrian kissing gate into the field is going to be replaced and funded by KCC.

A committee meeting was held last week. There is now a new committee and an interim booking secretary. Money is available to spend, but there is plenty to spend it on and this needs to be carefully managed.

Pilgrims FC and the committee to provide their points for the new contract by end of March, and the contract will be drawn up by a contracts lawyer.

An FA grant will be used for fencing around the field.

A new height barrier and rear fire door are to be installed.
 Slow drainage at the rear of the pavilion will be investigated.

6.7. Kent Association of Local Councils- Ashford Area Committee

The police were present along with two new PCSOs focussing on schools and child protection.

There was a presentation from Ashford Volunteer Centre and the work they do.

KALC will launch their new website in April.

ABC have obtained grant money for community orchards for those interested in applying.

6.8. Parish Council Building

A meeting was held to discuss ideas, Cllr P Barker has designed a 3D model of the 'dream building' and this was shown to the room.

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

Prior to the meeting, the Chilmington Management Organisation had presented on the latest progress for their team. Following this, Peter New of Neighbourhood Watch spoke of early sign up numbers for incoming residents. The current residents have Ring doorbells and CCTV which may help to keep the site safe, and he thanked the Parish Council for their support in providing street signage and bin stickers across the development. PN has written to the ABC CEO to ask who is ultimately responsible for the dark corners, poor road design and car barns instead of garages on new build estates.

PN also presented his usual report which can be found on our website. There has been another keyless car theft on Imperial Way, the first since the original spate and subsequent jailing of the culprits.

He mentioned the need to be aware of the Lakes in Chilmington and larger areas of water generally when the weather is hot, and again when it freezes, as children are attracted to both the swimming and skating aspects.

7. Planning Decisions

The [planning decisions](#) were shown to the meeting and can be seen at Appendix Two. No comments were made.

8. Policies and Procedures

To review and approve updates on the following policies.

8.1. [Environmental Action Plan](#)

Cllr Wiffen has proposed a few punctuation comments within the Executive Summary. He also suggested a couple of opportunities to include SEC in the plan.

The council resolved to accept the Environmental Action Plan once the proposed changes have been made.

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

8.2. [Biodiversity Policy](#)

The environment committee supported the document and the council resolved to accept the Biodiversity Policy.

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

8.3. [Model Contract of Employment](#)

Some minor changes were made to the original model by the staffing committee and the council resolved to accept the amended Model Contract of Employment.

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

8.4. [Highway Improvement Plan](#)

The clerk has submitted a request for a SID location on Bucksford Lane.

The Clerk will chase any actions from the HIP that should have taken place in February, and ask for a further meeting to update on these.

It was suggested that an 'ongoing issues' page is added to the website and parts of the HIP could be included.

9. Great Chart War Memorial

Documents have been handed to the Parish Council and a letter signed to say the War Memorial Trust has been dissolved. Remaining funds have been transferred to the council. The Clerk to contact the relevant solicitor to finalise taking on legal ownership of the land.

10. Committees

The [committee members](#) list was shown to the room, with previous councillor names removed.

Cllr Herring will be removed from the finance committee.

Cllr McClintock will be added to the Stronger Communities Committee

The name of the Chilmington Green Planning Working Group will be changed to Planning Committee.

Cllrs were reminded that if they agree to attend a meeting, they should do so wherever possible. They were also reminded that they do not have to be part of the committee in order to attend the meeting.

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

11. Finance

11.1. [Items for Payment](#)

The council resolved to accept the [items for payment](#) in March and acknowledged the [bank reconciliation](#)

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

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

Bacs	Kallkwik	Newsletter printing	£1,425.00	
Bacs	Singleton Village Hall	Hall Hire- 26 April Celebrating Women event	£80.00	
Bacs	Kingsnorth Parish Council	Play Park inspections	£150.00	
Bacs	Ashford Borough Council	Grounds maintenance - GCPFA	£4,248.00	£708.00
Bacs	East Kent Leaflet Distribution	Newsletter distribution	£595.20	£99.20
Bacs	Cleverly & Spencer	War Memorial Repairs	£5,023.50	
Bacs	Great Chart Village Hall	Hall booking- Improving Interviewing Skills training	£24.00	
Bacs	HR Advice	Recruitment process and pack	£480.00	
Total:			£ 25,260.67	£ 1,248.18

Payment for Information

Payment Date	To	Description	Total paid	VAT (if applicable)
Bacs	Currys	Beko Fridge	£356.00	£ 59.33

Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Great Chart War Memorial	Funds transferred to Parish Council	£ 6,493.71	
Total:			£ 6,493.71	

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

11.2. Seating provision

KCC do not fund bus stop seating, Stagecoach previously had a funding pot for this but no longer do. Only the stops on Kirk View and Singleton Hill (from the roundabout going down hill) are suitable for furniture. PN suggested that the benches will attract Anti Social Behaviour more than people needing to sit down.

The council resolved that a bench be installed at the Kirk View bus stop provided a survey response of residents in the area is positive

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

11.3. Tree inspection

The council resolved to accept the quote from Invicta as their previous work was good and their quote was reasonable.

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

11.4. Grounds Maintenance

The work carried out by Aspire to date has been of a good standard so the council resolved to accept their quote for the 2024/25 grounds maintenance work.

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

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

The Clerks [Report](#) was shown to the room and can be seen at Appendix Three.

13. Annual Meeting of Electors

It was suggested that a change is made to the format of the Annual Meeting of Electors with a number of suggestions shown to the room.

It was also suggested that those who wanted to present their report could do so, and maybe each group could have a table around the edge of the room for information.

As the ideas were wide ranging, the council resolved to remain with the status quo for 2024 and look to make changes to the 2025 meeting.

Proposed:	Cllr Wiffen	Seconded:	Cllr D Gathern
Vote In Favour: 5	Vote Against: 0	Abstain: 2	MOTION CARRIED

14. Events attended

Cllr Sullivan - 14 Feb pop up café; 21 Staffing committee; 29 parish office building; 4 March Stronger communities meeting

15. Correspondence

- An email was received asking for an update on pedestrian access to Chilmington Primary School from a solicitor. The Clerk has responded but no further information has been shared at this time.

16. Items for Information or Agenda for Next Meeting

None.

17. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday, 15th April 2024 starting at 7.30pm at Great Chart Village Hall**

The meeting ended at 21:45pm.

Signed as a true record by:

Cllr Wiffen _____

Date: _____

Appendix One

Cllr Sally Gathern (ABC) – Singleton West Ward

1. Supporting biodiversity and making space for nature: I met with Aspire and Ani to do a walkabout of my ward and discuss ways of better supporting biodiversity. Aspire were very keen to support us and agreed to change their maintenance plans in line with suggestions from the Bumblebee Conservation Trust. We needed to get permission from KCC for some of the areas. I wrote to KCC to ask for their permission and they were also very keen to support us. This means there will be areas of the ward that aren't mown the way they have been in the past. Please be assured this isn't a money-saving measure but a nature supporting one. Given time, the results will be fabulous, I promise!
2. Continuing the theme of biodiversity and climate change, on Saturday 24th February I attended a conference led by two environmental experts. It was frightening – the threats we face are truly existential – but also very encouraging as it gave us lots of ideas for how to do things differently at local government level, tackling climate change and reversing the decline in our biodiversity.
3. I also attended the Parish council's Environment Committee meeting where we discussed plans to support biodiversity and tackle climate change at the local level.
4. The flooded underpass between Singleton and Great Chart – this was raised by several members of the public at the last Parish Council meeting and via email. Having reported it to KCC several times, and after emailing the KCC councillor and still getting nowhere, I emailed the Chair of the KCC Flooding and Water Management committee. To my astonishment and delight, he rang me the same afternoon and, after hearing my concerns, agreed to send someone out to look at the underpass the next day. True to his word, this happened and the underpass seems to have been fixed. I have walked over to check it after the recent heavy rain and it was still clear, so I am hoping the issue is resolved!
5. Tackling litter, graffiti, dog mess and fly-tipping: The Labour group at ABC proposed a motion to increase fines for these offences. I'm delighted that the motion was passed with support from all other parties. These offences, committed by a tiny minority of people, seriously blight our communities for the law-abiding majority.

Cllr Clive Hallett (ABC) – Washford Farm

Ashford Borough Council

- Chaired two Regulatory Sub-Committee Meetings in the past month on Private Vehicle Hire and Taxi Licensing
- #### Washford Ward – Singleton South
- I am investigating drainage problems at Windsor Court and the responsibility for clearance of the receiving ditch between Longacre Road properties and Windsor Court.
 - In the past week I have had two separate reports from residents of near misses arising at the Zebra Crossing at Cuckoo Lane used by parents and children walking to and from Wesley School Road. This has been passed on to KCC with a view to looking into improving road signage.

Appendix Two

Clerk's Report – March 2024



Events: In March the **Pop-up Café** will be held at Lily's Café, Singleton Village Hall starting from 10.00 am till noon.

Land outside GCPS: The school has been contacted about the land outside the school entrance, they confirmed that management of the land is beyond their capabilities; Persimmons have been contacted to arrange tidying up the area and they are currently looking into this.

Parking: Received reports of excessive parking around Goldwell Lane and the junction of the A28 to Great Chart. This has been reported to KCC, Kent Police and Ashford Borough Council planning enforcement team. The developer has been contacted about the issue, and the parking will be monitored.

Training:

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

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

Community Heroes:

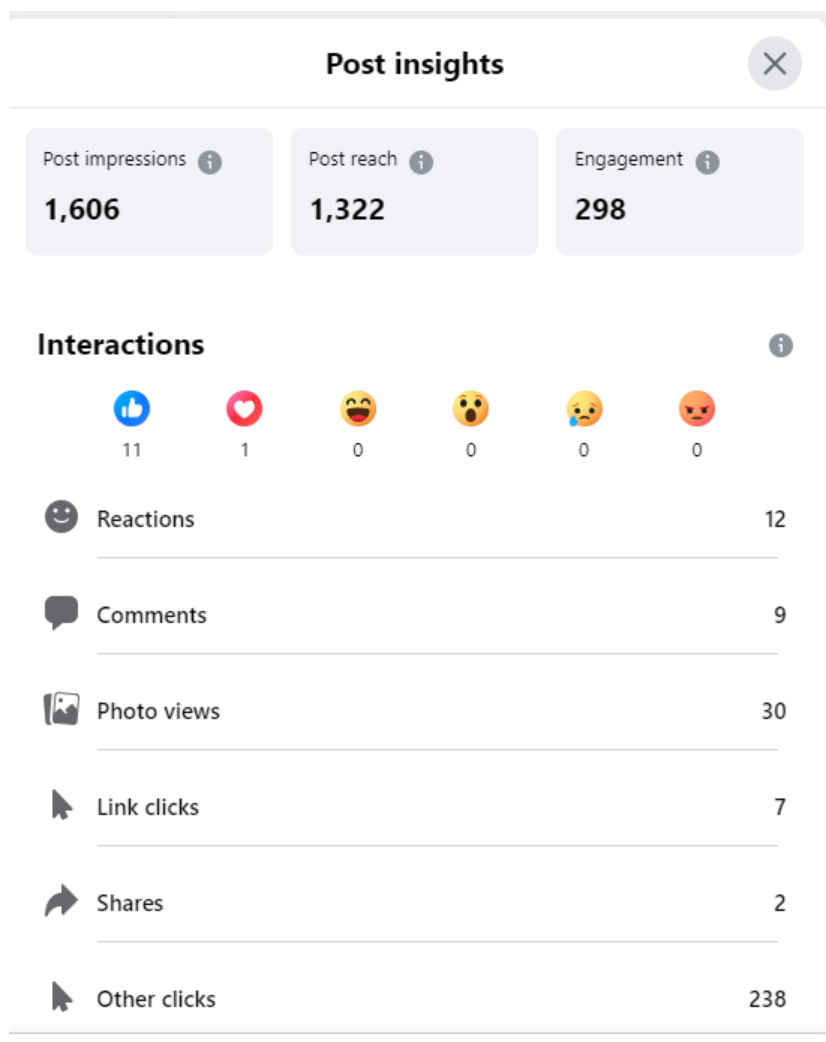
The number of Community Heroes are growing slowly but there is always room for more 😊. As always, if you can, please promote the scheme with your friends and family. More information can be found on the parish council's [website](#). We are also looking for volunteers to help with the **Community Fridge**.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

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

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

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

Social Media engagement report for February 2024:

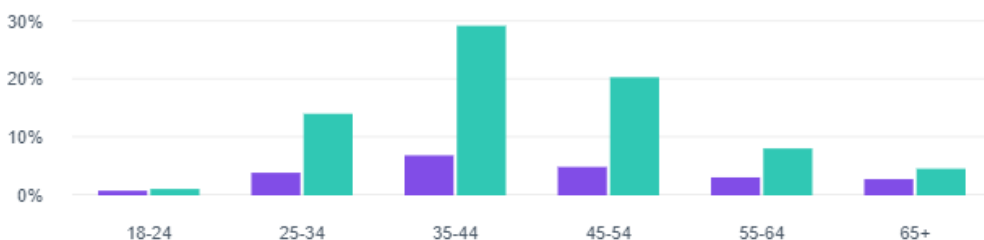


Audience

1,452 facebook followers

Age and gender

- Men 22.50%
- Women 77.50%



Appendix Three

Planning Comments

February

[Planning Application PA/20231055](#)

Worten House, Worten Road, Great Chart, Ashford, Kent TN23 3BU

Single-storey side extension following the demolition of the existing side extension.

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

[Planning Application PA/2024/0311](#)

15, Woodland Rise, Chilmington Green, TN23 8AR

Application for a lawful development certificate - proposed - Conversion of existing garage to additional living area.

The committee resolved to object to the application as the existing dwelling has developed a garage without permission and this needs to be applied for or rectified. A number of Chilmington design documents state that car barns on this development should not be converted into residential use. If the planning application is approved, a 4 bed house will only have 1 parking space which contravenes TRA3.

[https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000006aonIAA/pa20240311?c_r=Arcus BE Public Register&tabset-9095e=3](https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000006aonIAA/pa20240311?c_r=Arcus+BE+Public+Register&tabset-9095e=3)

ABC: Withdrawn. **PC:** Object

Planning Decisions

February

PA/2023/2281

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

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

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw0000001xajIAA>

ABC: Approve. **PC:** Support