



Meeting of the Parish Council held on Monday, 10th March 2025 at Singleton Village Hall at 7.00pm **MINUTES**

Councillors Present:	Cllrs P Barker, Y Barker, Darvill (from Item 3.1), Gathern, Heathcote, McClintock, Mercer, Tate, Wiffen
Number of Seats	11
Number of Cllrs Present	9
Number of Cllrs Absent	2
Also Present:	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Cllr Barrett (ABC), Cllr Blanford (ABC), Cllr S Gathern (ABC), Cllr Hallett (ABC), Peter New – Neighbourhood Watch, two members of public.

1. Apologies for Absence

Cllrs Herring and Sullivan.

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, 6.4
Cllr D Gathern – Items 6.4, 14.1
Cllr Wiffen – Items 6.2, 6.3, 6.4, 6.5
Cllr P Barker – Items 6.1, 6.3, 6.5
Cllr Mercer – Item 6.3
Cllr McClintock – Item 6.2, 6.5

3. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 10th February 2025 as a true record.

Proposed:	Cllr P Barker	Seconded:	Cllr Mercer
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

4. Reports from Borough Councillors and other organisations

4.1. Cllr Bill Barrett – Singleton East Ward

Cllr Barrett has had reports of dangerous and obstructive parking, and drug usage, in houses on Bradbridge Green. This is not helped by the proliferation of HMO's and the cars associated with the dwellings.

The Singleton Lake car park may now be re-laid with a grasscrete surface but options are still being investigated.

4.2. Cllrs Jessamy Blanford – Weald Central Ward

Cllr Blanford noted that Cllr Charlie Simkins passed away last week. Work has now started at the Hoads Wood illegal dumping site. The Hodsons s106B appeal has been postponed due to Inspector illness. KCC have stated that if Hodsons don't pay the monies owed for the A28 dualling, then they will have to halt building. A Devolution meeting will be held on 20th March to discuss next steps for ABC. The Parish Council noted concern that parish councils will not be included in the development of any proposals when they are likely to be heavily impacted by the outcomes. A plaque will be unveiled for Gerry Clarkson at Elwick Place.

4.3. Cllr Sally Gathern- Singleton West Ward

Cllr S Gathern attended a tree planting session in Kennington as part of the ABC Biodiversity group. A dozen have already been vandalised which has been reported to the police. Cllr S Gathern attended recent ABC Mental Health training. Cllr S Gathern attended the ABC Devolution meeting. Cllr S Gathern put forward a successful motion to ABC for those with experience of the care system to be given extra help when accessing services such as employment or benefits advice. Cllr S Gathern has found drug paraphernalia in the litter she has picked. When disposing of it at the local waste recycling facility, she was told she could be accused of drug use herself. She asked Peter New (NHW) to gain clarification on this matter as this has repercussions for all local litter pickers. It was noted that Parish Council Community Heroes are advised to take a What3Words reference and report the items to the relevant authority to remove them. Cllr S Gathern also noted advice that disposable vapes should not be put into public bins due to the potential to cause fires within the bin lorries picking up the waste. Cllr S Gathern has written to the portfolio holder regarding fly tipping incidents in the ward. Cllr S Gathern has had a meeting with ABC Officers regarding Houses of Multiple Occupancy (HMO). They are looking at how Article 4 directives are affecting the siting of HMO's across Ashford.

4.4. Cllr Clive Hallett -Washford Ward

Cllr Hallett has reported vandalism of a bin on Cuckoo Park, ABC have now removed it. Windsor Court residents have been victims of catapulted windows which have been reported to the police.

5. Reports from County Councillors (when in attendance)

5.1. Cllr Charlie Simkins

Cllr Simkins had sadly passed away since the last meeting. The Parish Council's thoughts are with his family.

5.2. Cllr Dirk Ross

Not present. No report received.

6. Reports from Committees/Groups

To receive reports from committees

6.1. Planning Committee

6.1.1. To receive reports on planning decisions

A meeting was held and minutes circulated. Planning decisions can be seen at Appendix One.

6.1.2. To consider invite from Kingsnorth Parish Council to discuss larger planning applications with neighbouring parishes.

The council resolved that Cllr Y Barker will attend these meetings as she has attended similar meetings previously. Cllr P Barker will attend with her, and Cllr Wiffen will attend when necessary.

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

6.2. Singleton Spaces

A group of fundraisers will be climbing Snowdon in May to raise money for the centre.

6.3. Environment Committee

No meeting held, next one due mid-April.

6.4. Stronger Communities

The Parish Council resolved to accept the minutes of the Stronger Communities meeting held on 19th November 2024 as a true record of the meeting held.

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

6.5. Finance Committee

A meeting was held reviewing income and expenditure to date and virement agreed to balance the budget lines.

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

Peter New (PN) (NHW) noted that his report had been circulated. He highlighted fly tipping issues, or when community litter pickers collect large items of rubbish and have no way of disposing of them.

He highlighted the need to report crimes so that statistics can provide higher rates of future policing.

PN met with Matthew Scott – PCC, who was disappointed that no police have visited parish council meetings since June 2023.

PN is promoting a petition to ban catapults as the spike in catapult related crime in the area has been high in the last 6 months.

MOP – noted that the levels of traffic on Mock Lane, Chilmington Green Road and Bartlets Lane are increasing and the road surfaces are getting worse. He presented some memorabilia from the late Marjorie Brissenden from WWI that needs some specialist restoration, but should be protected.

MOP - Two trees on Imperial Way that were incorrectly planted will now be removed due to root damage and are unlikely to be replaced.

MOP – noted that an archaeological group now meet at the Community Cabin on the first Tuesday of the month.

7. Review of Policies

The Grant Awarding Policy was discussed at the recent Finance Meeting and the committee recommended a number of changes to accept. The Parish Council resolved to accept the changes.

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

8. Grant applications

To consider and approve grant applications (if applicable)

8.1. Singleton Church

An application to replace the broken screen used by the Church. The Parish Council resolved to reject the application in favour of paying the suppliers directly as a capital project.

Proposed:	Cllr Darvill	Seconded:	Cllr D Gathern
Vote In Favour: 8	Vote Against: 0	Abstain: 1	MOTION CARRIED

8.2. Ashford Community Woodland

The Parish Council resolved to approve this application.

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

9. Finance

9.1. Items for Payment

Two errors were noted regarding the SLCC payment and the Aspire grass cutting payment. With these errors corrected, the Parish Council resolved to agree items for payment in March and acknowledged the bank reconciliation and earmarked reserves.

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

Method	Items for Approval for Payment	Description	VAT	Total payable
Bacs	Kent Pension	Pension Contribution		£ 2,345.80
Bacs	HMRC	Employer		£ 2,930.35
Bacs	Salaries	March Salaries		£ 7,599.51
Bacs	CMO	Cabin Hire		£ 70.00
Bacs	KallKwik	Newsletter printing		£ 1,150.00
Bacs	Singleton Village Hall	Venue Hire		£ 24.00
Bacs	Singleton Village Hall	Venue Hire		£ 20.00
Bacs	Singleton Village Hall	Venue Hire		£ 48.00
Bacs	Playcubed	Cuckoo park-resurfacing	£ 7,174.32	£ 43,045.92
Bacs	SLCC	Internal audit	£ 20.00	£ 100.00
Bacs	Procurement Digital	Printing charges	£ 10.26	£ 61.56
Bacs	SLCC	Principles of Internal auditing Local Councils	£ 24.00	£ 144.00
Bacs	Singleton Village Hall	Venue Hire		£ 64.00
Bacs	East Kent Media Group	Newsletter distribution	£ 116.00	£ 696.00
Bacs	National Association of Local Councils	Powershift conference	£ 13.00	£ 78.00

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Bacs	Ashford Borough Council	Grass cutting - Playing Fields	£ 944.00	£ 4,720.00
Bacs	Fridge volunteer	Travel expense		£ 54.00
Bacs	Singleton Spaces	Education team		£ 1,500.00
Bacs	ADM	Monthly Support	£ 51.23	£ 307.37
DD	Hosted	Telephone and broadband	£ 10.89	£ 65.34
DD	RAC Business	Van-Roadside and at home cover		£ 16.39
Comments :		SUBTOTAL		£ 65,118.24
		TOTAL		£ 65,118.24

Credit card payment items for Information	Description	VAT	Total Paid
Account Number:19079376			
GiffGaff	Mobile phone top up	£1.33	£ 8.00
Metro Bank	Cash interest		£ 0.05
Account Number: 24056805			
Morrisons Daily	Refreshment		£10.00
GiffGaff	Mobile phone top up	£1.00	£6.00
Sainsbury's Supermarket	Pop Up café top up		£21.90
GiffGaff	Mobile phone top up		£10.00
GiffGaff	Mobile phone top up		£10.00
Amazon	PC speakers	£2.51	£15.06
Amazon	Tea Lights	£2.91	£17.47
Royal Mail	Postage	£0.58	£3.50
	Total:	£8.33	£101.98

Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 31 January 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/01/2025	Metro Bank Current Account	64,431.87	
31/01/2025	Metro Bank Instant Access	59,244.83	
31/01/2025	Metro Bank Credit Card 6934	-133.38	
31/01/2025	Metro Bank Credit Card 8589	-280.43	
31/01/2025	NatWest Current	100.00	
31/01/2025	NatWest Reserve Account	104,546.31	
31/01/2025	Nationwide Business 1 Yr Fixed	184,670.64	
31/01/2025	Dudley	114,730.00	
31/01/2025		99,998.80	
31/12/2024		100,000.00	
			727,308.64
<u>Receipts not on Bank Statement</u>			
			0.00
	Closing Balance		727,308.64
<u>All Cash & Bank Accounts</u>			
1	Metro Bank Current Account	64,431.87	
2	Metro Bank Instant Access	59,244.83	
3	Metro Bank Credit Card	-413.81	
4	NatWest Current Account	100.00	
5	NatWest Reserve Account	104,546.31	
6	Nationwide Business 95 Day	184,670.64	
7	Dudley Building Society	114,730.00	
8	Barclays	99,998.80	
9	RedWood Bank	100,000.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		727,308.64

9.2. Internal Audit

SLCC now provide internal auditors specialising in local government audits.
The Parish Council resolved to appoint an SLCC Internal Auditor.

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

9.3. Parish Office Building

The Parish Council resolved to use it's earmarked reserves to fund plans for drawings and pre application advice for a potential building.

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

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

The Clerk's Report was shown to the room and can be seen at Appendix Two.

11. Correspondence

None.

12. Items for Information or Agenda for Next Meeting

None.

13. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday 14th April 2025**
starting at 7.00pm at Chilmington Cabin

Closed session

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

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

14. Staffing

14.1. Staffing

The candidate who was offered the Community Engagement Officer role unfortunately rejected the offer. This role will be revisited later in the year.

The meeting ended at 21:00pm.

Signed as a true record by:

Cllr Wiffen _____

Date: _____

Appendix One

Planning Comments

February

Planning Application [PA/2024/2350](#)

28 Harvest Way, Singleton, Ashford, TN23 5WP

Proposed single garage conversion (Retrospective)

This is a retrospective application of several years, which the parish council does not support.

There is not enough parking for 4 bedrooms under TRA3

The Council request that a planning officer visit the site to ascertain what the property is being used for.

The relevant ABC councillor will be notified to discuss whether the application should be called in.

If the application is approved, the Council ask that a condition is applied to prevent the property from being used as a HMO via an Article 4 directive

The committee resolved to object to this application.

Planning Application [NOT/2025/0288](#)

11, Long Beech, Singleton, TN23 4XU

Prior Approval - Larger Home Extension - Erection of a single-storey rear extension (Depth 4.70m x Eaves 2.20m x Ridge 3.20m)

The committee had no planning related concerns and support this application.

Planning Decisions

February

PA/2024/2276

Little Black Dog, The Street, Great Chart, TN23 3AN – Temporary change of use of the ground floor and basement from former public house to flexible class E use (excluding E(d) and E(f))

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw00000103tNIAQ>

ABC: Approve **PC:** Support

PA/2024/2365

14, Chilmington Oaks, Chilmington Green Lane, Chilmington Green, TN23 8AL – Proposed detached outbuilding.

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw00000193cPIAQ>

ABC: Approve **PC:** Support

Appendix Two

Clerk's Report – March



Events:

The first ever Pop Up Café at Chilmington was well received. We had resident from the development joining us and the event was also supported by Peter New, Neighbourhood Watch coordinator, Catherine Stevens Kent Policy Community Liaison officer and Parish Councillors. Thank you to everyone who has been supporting this project.

Newsletter, New Look and design: The latest newsletter has been delivered to all households and the feedback has been very positive. I would like thank Paula for all her hard work in redesigning it.

Thank you note: A resident has contacted the parish council to thank the team who has made a great job on the churchyard.

Steward: The Parish Steward commenced his role on Tuesday, 4th March. He has been introduced to key processes and areas of focus.

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:

I am pleased to say we have four new members signed up for the scheme. The number of Community Heroes are stagnating. 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 😊