



## Meeting of the Parish Council held on Monday 12<sup>th</sup> May 2025 at Great Chart Village Hall at 7.00pm **MINUTES**

<b>Councillors Present:</b>	Cllrs P Barker, Y Barker, Darvill, Gathern, Heathcote, Herring, McClintock, Mercer, Sullivan, Tate, Wiffen
<b>Number of Seats</b>	11
<b>Number of Cllrs Present</b>	11
<b>Number of Cllrs Absent</b>	0
<b>Also Present:</b>	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Cllr Barrett (ABC & KCC) Cllr S Gathern (ABC), Peter New (Neighbourhood Watch) and five members of public, plus three for public participation only.

### 1. Election of:

#### 1.1. Chair, and signing of the Declaration of Office

Cllr P Barker nominated Cllr Wiffen as Chair.

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

<b>Proposed:</b>	Cllr P Barker	<b>Seconded:</b>	Cllr Tate
<b>Vote In Favour: 11</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

#### 1.2. Vice chair(s), and signing of the Declaration of Office

Cllr Y Barker nominated Cllr P Barker and Cllr Sullivan as joint vice chairs.

The council resolved to accept Cllrs P Barker and Sullivan as joint vice chairs, and the Declarations of Office were signed.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr Sullivan
<b>Vote In Favour: 11</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 2. Apologies for Absence

Cllr Blanford (ABC), Hallett (ABC)

### 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

None

#### 3.3. Other Interests

Cllr Y Barker – Items 7.1, 7.4, 7.4.1, 7.6, 7.7

Cllr Sullivan – Items 7.1, 7.4, 7.7

Cllr Wiffen – Items 7.2, 7.3, 7.4, 7.5, 7.6, 7.7

Cllr P Barker – Items 7.1, 7.3, 7.5, 7.6, 7.7

Cllr Mercer – Item 7.3

Cllr McClintock – Items 7.2 7.5 7.7

Cllr Herring – Item 7.3

#### 4. Minutes of the Previous Meeting

Following correction of Other Interests for Cllr Herring, the council resolved to approve the minutes of the meeting held on Monday 14<sup>th</sup> April 2025 as a true record.

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

#### 5. Reports from Borough Councillors and other organisations

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

Cllr Wiffen congratulated Cllr Barrett on his election to KCC.

Cllr Barrett noted that his ABC Ward has been relatively quiet. He has reported the state of the Singleton Lake car park as remedial work was not carried out over winter and it is now in a very poor condition.

Cllr Barrett has already contributed £1K to the battery storage system at SEC in his previous year's grant awards, and will add a further £1.5K now that the grant awards are open for the new awards.

Cllr Tate asked how to report the state of the potholes in The Street as there are 27 separate potholes. Cllr Barrett suggested it was reported per pothole, and to contact the relevant KCC Councillor.

##### 5.2. Cllrs Jessamy Blanford– Weald Central Ward

Not present. Report sent.

- Congratulations for the team who crested the summit of Snowdon last week. A very good effort which I hope you all enjoyed and very useful funds for the Singleton Environment Centre.
- I was glad to be able to attend the Great Chart VE celebration on Thursday evening last week with a walk to the War Memorial and display of all the lanterns. The wind blowing showed the flags off to great advantage, too.
- The protracted Hodson appeal over Chilmington came to an end. Very difficult to say which way the Inspector will decide. The ABC Planning Team seemed reasonably happy but you never can tell. Result, hopefully, in a month to six weeks.
- Hoad's Wood: a further meeting was held last Friday with the Environment Agency. The EA is getting things organised to start removing the rubbish from the woodland. The lorries will go from Bethersden to Hothfield, the M20 and out of Kent to Essex. There will be a telephone number to call in the event of any problems. The whole exercise will not be completed until June/July 2026.

##### 5.3. Cllr Sally Gatheren - Singleton West Ward

Cllr S Gatheren's ward has also been relatively quiet during the pre-election period. She attended the VE Day 80<sup>th</sup> Anniversary event in the town centre.

##### 5.4. Cllr Clive Hallett - Washford Ward

Not present. Report sent.

Only item to report is an application I have submitted from my Community Grants allocation for Hillcrest allotments new locking system and keys for allotment holders.

#### 6. Reports from County Councillors

##### 6.1. Cllr Jeremy Waring Eustace - Ashford Rural West

Not present.

##### 6.2. Cllr Nick Wibberley - Ashford South

Not present.

## 7. Reports from Committees/Groups

To receive reports from committees

### 7.1. Planning Committee

#### 7.1.1. To receive reports on planning decisions.

A meeting was held and minutes have been shared and are available on the website. A letter will shortly be sent to KCC regarding safe travel to Chilmington School. The response to an article in the newsletter regarding those affected by the lack of safe school access was higher than any previous call to action in the newsletter.

### 7.2. Singleton Spaces

A fundraising team of 11 climbed Snowden last week. They have raised over £4,800, but would like to raise over £5K so the donation link is still open.

### 7.3. Environment Committee

A meeting was held and the minutes are available online. A walkabout will be organised shortly.

### 7.4. Stronger Communities

A working group meeting was held, and the use of the Community Fridge generated Agenda Item 7.4.1.

#### 7.4.1. Singleton Community Fridge

To agree [future of the project's](#) fridge unit

The Stronger Communities working group recommended to keep the current catering fridge running but to contribute to the village hall electricity bill once the average annual usage cost is calculated.

It was noted that the fridge should not be turned off for hygiene reasons.

The council resolved to continue running the catering fridge but to keep the situation under review.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr McClintock
<b>Vote In Favour: 11</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 7.5. Finance Committee

Due to changes in how money is managed by the Parish Council an additional £16.5K has been generated in interest in the past year. The changes to the Grant Policy has also seen an additional £23.5K claimed back in VAT.

### 7.6. Devolution Working Group

No meeting held.

### 7.7. Parish Building

A meeting will take place with the architect this Thursday. All councillors are invited.

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

Peter New (NHW) presented his report which can be found on the Parish Council website under News. He noted the theft of a bicycle from Singleton Nursing Home and the subsequent arrest of an individual.

A member of public thanked the PC for the VE Day 80<sup>th</sup> Anniversary event. They also raised the poor state of the wooden horse.

A member of public raised the issue of parked cars in The Street being hit by passing cars on a regular basis. It was explained that a number of proposed solutions to the issues on The Street have been rejected by KCC. However, there are now new KCC councillors so they may be open to revisiting the proposed ideas.

Trees at the top of Great Chart, on private land, were felled last year. A member of public would like to see trees planted further up the road, on public land, and enquired as to who to contact to get this carried out. It was suggested to contact the new KCC representatives in the first instance as the land belongs to the County Council.

## 8. Review of Policies

To approve policies and procedures (if applicable)

### 8.1. [Model Financial Regulations 2025](#)

A few minor updates have been made to the policy, the biggest being the inclusion of The Procurement Act 2023.

The council resolved to accept the proposed changes.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr Sullivan
<b>Vote In Favour: 11</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

## 9. Election of Members for the following Committees

It was requested that if you join a committee that you show intention to attend as many meetings as possible. If you are unable to join a meeting then apologies must be sent in advance to the Clerk of the relevant committee.

Finance Committee – will remain the same	Complaints Committee – will remain the same
Staffing Committee – Cllr Darvill to be added	Planning Committee – Cllrs Wiffen and McClintock will leave, Cllr Mercer will join
Environment Committee – will remain the same	Stronger Communities – Cllrs McClintock and Gathern will leave
Parish Office – will remain the same	Devolution – Cllrs P Barker, Y Barker, Wiffen and Herring will join

## 10. Review and Appoint of PC Representatives to Outside Organisations

Toke and Streeter - Cllr Tate	Great Chart Playing Fields Association - Cllrs Darvill and Gathern
Almshouses - Cllr Tate	Bean Fund - Cllr McClintock
Great Chart Village Hall - Cllrs Tate and McClintock	KALC (Ashford) Forum - Cllrs P Barker and Y Barker
Singleton Village Hall - Cllrs Wiffen, McClintock, Darvill	Chilmington Green Stakeholders - Cllrs Y Barker, Wiffen and McClintock
Barrow and Spade - Cllr Wiffen, P Barker and Mercer	Singleton Spaces - Cllrs McClintock and Wiffen
FOSL - Cllrs McClintock, Gathern, Wiffen and P Barker	

## 11. Grant applications

None

## 12. Finance

### 12.1. Items for Payment

To agree [items for payment in May](#) and acknowledge bank reconciliation, list of [credit card payments](#) in April and [earmarked reserves](#). List of items to be checked and signed.

The council resolved to approve the items for payment in May, credit card payments for April and earmarked reserves. The bank reconciliation will be shared once the year end process has been completed.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Sullivan
<b>Vote In Favour: 11</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

Method	Items for Approval for Payment	Description	VAT	Total payable
Bacs	Kent Pension	Pension Contribution		£2,361.27
Bacs	HMRC	Employer		£3,079.46
Bacs	Salaries	May Salaries		£7,471.40
Bacs	Great Chart Village Hall	Hall Hire for VE Day		£22.50
Bacs	Protyre Victoria	Van- MOT	£44.57	£287.45
Bacs	ADM Computing	Monthly support contract	£51.23	£307.37
Bacs	Kalkwik	Newsletter Printing		£935.00
DD	Hosted	Telephone and Broadband	£16.63	£99.79
DD	RAC	Van recovery		£16.39
<b>SUBTOTAL</b>				£14,580.63
<b>TOTAL</b>				<b>£14,580.63</b>

#### PREVIOUS PAYMENT FOR INFORMATION

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION
05/04/25	Bacs	£282.74	Steward's uniform

#### INCOME PAYMENT FOR INFORMATION

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION
2025-04-25	Bacs	£195,617.50	Precept- ABC

Credit card payment items for Information	Description	VAT	Total Paid
<b>Account Numbers:19079376 &amp; 24056805</b>			
Sainsbury's	Diesel	£8.33	£50.00
Baker Ross	Easter Craft activity event	£4.29	£25.75
Morrisons daily	Refreshments		£6.50
Giff Gaff	Mobile Telephone	£1.66	£10.00
Giff Gaff	Mobile Telephone	£1.00	£6.00
DBS	Subscription service		£16.00
Lily's	Pop Up Café	£3.13	£18.80
Sainsbury's	Easter Craft activity event		£25.48
Lily's	Refreshments	£1.26	£7.55
B&Q	Hooks for van	£5.43	£32.57
Halfords	Storage	£1.50	£8.99
Amazon	Gift card- Easter trail winner		£25.00
B&Q	Wire brush and wire cup	£4.64	£27.83
<b>Total:</b>		<b>£31.24</b>	<b>£260.47</b>

Account	Opening Balance	Net Transfers	Closing Balance
305 Contingency Reserves	110,000.00		110,000.00
320 EMR - Cuckoo Park	118,999.87		118,999.87
321 EMR - The Viewing Point	32,288.00		32,288.00
330 EMR-PFA Play Park	20,000.00		20,000.00
340 Yellow Land Play Equipment	18,000.00		18,000.00
350 Parish Building	15,000.00		15,000.00
	<b>314,287.87</b>	<b>0.00</b>	<b>314,287.87</b>

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

The report was shown to those present and can be read at Appendix Two.

The safeguarding training date will be 2<sup>nd</sup> September, times will be confirmed.

### 14. Correspondence

None.

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

None.

### 16. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on Monday, **9<sup>th</sup> June 2025** at **Singleton Village Hall** starting at 7.00 pm. The Annual Meeting of the Electors will be held on **Monday 19<sup>th</sup> May 2025** starting at 7.00 pm at **Great Chart Village Hall**

The meeting ended at 20:45pm.

Signed as a true record by:

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

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

## Appendix One

# Planning Comments

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April

### Planning Application [PA/2025/0502](#)

#### Land at Ninn Lane, Great Chart

Change of use of the land to dog walking area with installation of fencing and refuse bins and retrospective permission for associated car parking

The committee had no planning related concerns and supports the application.

### Planning Application [PA/2025/0566](#)

#### 74 Lakemead, Singleton, Ashford, TN23 4XY

Single-storey side extension.

The committee request that the extension remains part of the original property. Otherwise, the committee has no planning related concerns and support the application.

### Planning Application [PA/2025/0494](#)

#### 3, Sabre Crescent, Singleton, TN23 5LD

Construction of a single storey rear extension, following the demolition of the existing conservatory.

The committee has no planning related concerns and support the application.

# Planning Decisions

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April

#### **PA/2025/0122**

New Street Farm, Chilmington Green Road, Great Chart, Ashford, TN23 3DL - Two-storey industrial unit to include veterinary practice with offices above following demolition of existing unit.

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001MMqvIAG/pa20250122>

**PC:** Support **ABC:** Approve

#### **PA/2024/2350**

28 Harvest Way, Singleton, Ashford, TN23 5WP - Proposed single garage conversion (Retrospective)

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw0000017sMTIAY/pa20242350>

**PC:** Object **ABC:** Approve

#### **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)

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001VZk5IAG/not20250288>

**PC:** Support **ABC:** Approve

**PA/2024/0013**

15, Woodland Rise, Chilmington Green, TN23 8AR

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001CwE9IAK/pa20250013>

**PC:** Object **ABC:** Refuse

**PA/2025/0473**

3 Quarry View, Singleton, TN23 5WD

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001wJsvIAE/pa20250436>

**PC:** Support **ABC:** Approve

**PA/2024/2394**

Land between , Minden Cottage & Pig & Whistle , Ashford Road, Ashford , TN23 3DH

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001A5PFIA0/pa20242394>

**PC:** Support **ABC:** Approve

**OTH/2024/1997**

Land at Chilmington Green, Ashford Road, Great Chart, Kent

Details submitted pursuant to condition 24 (community use agreement), of planning permission 21/01914/AS (secondary school site only)

[https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000000lsszIAA/oth20241997?c\\_r=Arcus\\_BE\\_Public\\_Register](https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000000lsszIAA/oth20241997?c_r=Arcus_BE_Public_Register)

**PC:** Support **ABC:** Approve



# Clerk's Report – May

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### Events:

#### **Easter Craft Event**

During our Easter celebration, attendees enjoyed decorating themed biscuits, eggs, and taking part in various craft activities. Residents who completed the Easter Egg Trail entered a prize draw—and one lucky winner received a **£25 Amazon voucher!**

#### **VE Day Craft Event & BBQ**

Residents got creative making beautiful lanterns while enjoying delicious burgers and sausages, kindly cooked by Cllrs Gathern and Wiffen. These lanterns will be brought to **Great Chart Village Hall** on Thursday evening to begin our special VE Day procession.

#### **VE Day - 80th Anniversary**

As part of the **VE 80 Day** commemorations, we will hold a small procession from **Great Chart Village Hall** to the **War Memorial**, where the community's **Lantern of Peace** will be placed. The lantern will be lit at **9:30 pm** as a mark of respect and remembrance.

### **Upcoming Events**

Don't forget—we have two exciting events coming up!

☺ **June** – Colour Run

🍽️ **July** – The Big Lunch

For more information, please visit our website or check our social media channels.

**Online survey:** So far, we've received nearly 29 responses to our survey. I've extended the closing date to **mid-June** to give more residents the opportunity to share their views. While response numbers are still relatively low, they are higher than in previous surveys, which is encouraging.

### **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](mailto: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](mailto: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 😊