



Meeting of the Parish Council held on Monday 09th June 2025 at Singleton Village Hall at 7.00pm **MINUTES**

Councillors Present:	Cllrs P Barker, Y Barker, Gathern, Heathcote, Herring, Mercer, Sullivan, 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 Hallett (ABC), Cllr Blanford (ABC), Cllr S Gathern (ABC), Cllr Wibberley (KCC), Peter New (Neighbourhood Watch) and one member of public.

1. Apologies for Absence

Cllrs Darvill, McClintock.
Cllr Eustace (KCC)

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

Cllr Wiffen – Item 11.1

2.3. Other Interests

Cllr Y Barker – Items 6.1, 6.4, 6.7

Cllr Mercer – Items 6.1, 6.3

Cllr Tate – Item 6.5

Cllr Sullivan – Items 6.1, 6.4, 6.7

Cllr Wiffen – Items 6.2, 6.3, 6.4, 6.5, 6.6, 6.7

Cllr P Barker – Items 6.1, 6.3, 6.5, 6.6

Cllr Herring – Item 6.3

3. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 12th May 2025 as a true record.

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

4. Reports from Borough Councillors and other organisations

4.1. Cllr Bill Barrett – Singleton East Ward

Not present. No report received.

4.2. Cllr Jessamy Blanford – Weald Central Ward

Cllr Blanford attended the Pentecost service at St Mary's Church, given by Bishop Rose.

Cllr Blanford noted the lack of travel links set up for students attending Chilmington in September as the time to carry out the necessary work is getting shorter.

The state of the wooden horse was discussed. Cllr Blanford will attempt to resolve the situation before the next meeting, and if ownership is not identified, the Parish Council will take it on and dispose of it.

Cllr Blanford attended an environmental outing to Pluckley to see an established local wildlife site.

4.3. Cllr Sally Gathern- Singleton West Ward

Cllr S Gathern attended Operation Ford training, whereby if councillors on council business feel threatened, they should ring 999 and quote Operation Ford and the situation will be escalated.

Cllr S Gathern also attended a biodiversity seminar on what needs to change to improve biodiversity, there is a toolkit to help Parish Councils identify and improve the biodiversity within their parish.

4.4. Cllr Clive Hallett - Washford Ward

Cllr Hallett noted that reports of catapults have reduced recently but the school summer holidays are imminent.

Cllr Hallett's ward grants have recently supported Hillcrest Allotments with new locks and 1st Singleton Scouts with camp equipment for their district camp. He will also support the SEC battery storage project.

Cllr Hallett will attend the Windsor Court AGM where they will discuss the Singleton Village Hall car park extension.

5. Reports from County Councillors

5.1. Cllr Jeremy Eustace – Ashford Rural West

Not present. No report received.

5.2. Cllr Nick Wibberley – Ashford South

Cllr Wibberley reported back that a local Bikeability course should be possible to arrange.

Cllr Wibberley is supporting the SEC battery storage project with his ward grant money.

Cllr Wibberley will be visiting the Chilmington school site with Cllrs Barrett and Eustace on Saturday morning.

6. Reports from Committees/Groups

To receive reports from committees

6.1. Planning Committee

6.1.1. To receive reports on [planning decisions](#).

The planning decisions were shown to those present and can be seen at Appendix One.

The outcomes of the s106 Appeal, Environment Agency permit for the Waste Water Treatment Works, and the Chilmington School travel plans are all still outstanding.

6.2. Singleton Spaces

Nothing to report.

6.3. Environment Committee

No meeting held. A walkabout was held last Thursday where the state of hedgerows overhanging footpaths was noted in a number of locations.

6.4. Stronger Communities

Nothing to report.

6.5. Finance Committee

No meeting held. Nothing to report.

6.6. Devolution Working Group

Meeting due on 16th June.

6.7. Parish Building

Work with the architects is looking into potential siting, whilst awaiting information on land that could be used. Also looking into sources of funding.

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

Peter New (NHW) presented his report, which noted his disappointment with the Kent Police presence at Parish Council meetings. He praised the Parish Council Annual Meeting, and the reports of the groups and organisations within the area.

7. Planning

7.1. Planning application [22/00790/AS](#)

Location: Land South west of 11 Butt Field Road, Singleton, Kent

Proposal: Erection of 9 dwellings and associated works/landscaping
(Amended Plan – Amended description and amended plans)

House 8, has allocated parking further away than the visitor parking space.

House 7, has its third parking space on the other side of the road near House 6.

The council resolved to object to this application due to the lack of, and poor design for, parking. It also needs to have the correct plans allocated to the application.

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

7.2. Notice of extension of an order temporarily closing Public Footpath AW221

To parish council acknowledged the [notice of extension](#) of footpath until 30 November 2025

8. Community Vision

The council resolved to engage with the community to develop a Community Vision. The Big Lunch will be used as a chance to engage with people and create online content in the first instance.

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

9. Review of Policies

The following policies and procedures were discussed:

- [Standing Orders](#) – no changes were made, the council resolved to accept the updated Standing Orders.

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

- [Action Plan 2025-2026](#) – under the biodiversity action, the Steward has been added to those responsible for carrying out the work. A youth voice group has also been added. Progress made to date has also been added. The council resolved to accept the updated Action Plan.

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

- [Child and Vulnerable Adult Safeguarding Policy](#) - no changes were made, the council resolved to accept the updated policy.

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

- [Statement of Internal Control](#) – no changes were made, the council resolved to accept the updated statement.

Proposed:	Cllr Sullivan	Seconded:	Cllr Tate
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

- [Risk Assessment and Management Policy](#) - no changes were made, the council resolved to accept the new policy.

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

10. Grant applications

None.

11. Finance

11.1. Items for Payment

The council resolved to approve the items for payment in June and acknowledged the bank reconciliation and earmarked reserves and credit card payments in May. The list of items was checked and signed.

Proposed:	Cllr Y Barker	Seconded:	Cllr Sullivan
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		£2,361.27
Bacs	HMRC	Employer		£3,039.09
Bacs	Salaries	June Salaries		£7,383.67
Bacs	JRB	Economy dog glove dispensers	£25.39	£152.34
Bacs	SLCC	Internal audit service	£179.18	£1,075.08
Bacs	Trophies Plus Medals	Medals for colour run (240)	£64.50	£387.00
Bacs	Lister Wilder	Brush knife	£5.53	£33.16
Bacs	Tuckwells	Sit on mower repair	£88.25	£529.41
Bacs	Lister Wilder	Screw kit	£4.59	£27.52
Bacs	Lister Wilder	Husqvarna helmet and visor*2	£2.00	£115.97
Bacs	Tuckwells	Push mower maintenance	£32.27	£193.60
Bacs	Tuckwells	Push mower annual service	£25.31	£151.86
Bacs	Tuckwells	Sit on mower annual service	£56.00	£336.00
Bacs	Uprising	Churchyard maintenance		£720.00

Bacs	Chilmington Management Organisation	Venu hire - Feb Pop Up Café		£42.00
Bacs	Chilmington Management Organisation	Venue hire April Mtg and Pop up café		£77.00
Bacs	ADM Computing	Monthly support contract	£51.23	£307.37
Bacs	Medash	Fixings for signs	£3.60	£21.60
Bacs	Singleton Spaces	Education team		£1,500.00
Bacs	East Kent Media Group	Newsletter delivery	£116.00	£696.00
Bacs	Procurement Services	Printer charges	£1.88	£71.29
Bacs	University of Birmingham	Module 4 payment		£1,125.00
Bacs	Lister Wilder	Handheld Blower	£55.00	£330.00
Bacs	Singleton Spaces	Education team		£1,500.00
Bacs	Cllr Wiffen	Travel and purchase of BBQ food		£136.33
Bacs	Lister Wilder	Brush cutter maintenance kit	£10.96	£65.78
Bacs	Lister Wilder	Glove and HP Super one shot green *10	£9.31	£55.86
DD	Hosted	Telephone and Broadband	£16.63	£99.79
DD	RAC	Van recovery		£16.39
Comments:		SUBTOTAL		£22,550.38
		TOTAL		£22,550.38

Credit card payment items for Information	Description	VAT	Total Paid
Account Numbers:19079376 & 55882568			
Sainsbury's	Diesel for van	£8.33	£50.00
Sainsbury's	Pop Up Café		£24.54
B&Q	Flower for planters and hooks	£4.96	£29.74
B&Q	Flower for planters	£2.33	£14.00
B&Q	Deep storage boxes	£35.00	£209.97
Electrical Counter	Metal clad socket	£4.50	£27.00
Morrisons	Refreshment for workshop		£5.75
Sainsbury's	Diesel for van	£8.33	£50.00
Screwfix	Safety overspecs and helmet	£0.83	£18.77
Sainsbury's	Unleaded petrol	£1.08	£6.50
Sainsbury's	Diesel for van	£8.33	£50.00
GiffGaff	Phone top up	£1.00	£6.00
Morrisons	Refreshment for meeting		£6.75
GiffGaff	Phone top up	£1.66	£10.00
GiffGaff	Mobile broadband		£10.00
Amazon	Oat drink long life		£24.13
Amazon	Semi skimmed milk long life		£25.58
Lily's Social Kitchen	Pop Up Café		£20.00
Amazon	Tool organiser	£8.33	£49.99

GiffGaff	Phone top up	£1.33	£8.00
Sainsbury's	Refreshment- Annual meeting of the electors		£57.01
Amazon	Mowing thread cutter	£0.77	£4.64
Amazon	Metal garden arches- Colour run event	£4.33	£25.99
Temu	Pool noodles- Colour Run	£6.24	£37.36
Amazon	Phone holder for van	£1.63	£9.79
Amazon	Cargo trousers	£4.80	£28.78
Amazon	Safety boots		£64.94
Amazon	Neon sunglasses- Colour Run	£25.75	£149.95
Amazon	Snow machine bundle	£12.54	£75.24
Amazon	Bubble Fluid	£4.00	£23.99
Amazon	HDMI transmitter	£6.58	£37.99
Amazon	AA batteries	£2.75	£14.99
Amazon	Bubble Machine	£4.08	£22.99
Amazon	A4 Printer paper	£6.00	£35.98
Total:		£165.48	£1,236.36

Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 30 April 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2025	Metro Bank Current Account	8,479.67	
30/04/2025	Metro Bank Instant Access	15,918.50	
30/04/2025	Metro Bank Credit Card 6934	-69.39	
30/04/2025	Metro Bank Credit Card 8589	-42.85	
30/04/2025	NatWest Current	100.00	
30/04/2025	NatWest Reserve Account	101,444.21	
30/04/2025	Nationwide Business 1 Yr Fixed	192,393.67	
30/04/2025	Dudley	114,730.00	
30/04/2025		266,787.29	
30/04/2025		100,000.00	
			799,741.10

Receipts not on Bank Statement

0.00

Closing Balance

799,741.10

All Cash & Bank Accounts

1	Metro Bank Current Account	8,479.67
2	Metro Bank Instant Access	15,918.50
3	Metro Bank Credit Card	-112.24
4	NatWest Current Account	100.00
5	NatWest Reserve Account	101,444.21
6	Nationwide Business 95 Day	192,393.67
7	Dudley Building Society	114,730.00
8	Barclays	266,787.29
9	RedWood Bank	100,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	799,741.10

11.2. Annual Governance and Accountability Return 2024-2025

11.2.1. Section 1 – Annual Governance Statement 2024-2025

The council agreed Yes to statements 1, 2, 3, 5, 6, and 7 on the Annual Governance Statement 2024-2025:

The council was required to answer No to Statement 4 in Section 1.

However, the Council wishes to express it's disagreement with this statement. The original Notice of Public Rights was published in line with the required deadlines. It was only amended and republished following a necessary change to the accounts. Unfortunately, the external auditor considered the republished date as the initial publication date, which led to a technical breach and the subsequent penalty.

The document was confirmed and Cllr Wiffen signed it.

11.2.2. Section 2 – Account Statements 2024-2025

The council resolved to confirm the Account Statements

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

11.2.3. Internal Audit

The Parish Council have used a different auditor this time, contracted via the Local Council Consultancy service. A couple of recommendations were made and these were agreed as appropriate. An action plan will be produced and worked through with the finance committee. Any new policies will be brought to full council for approval once produced.

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

11.3. Asset budget lines 2025-2026

The assets supported and amounts given were explained and the council resolved to agree the transfer of the relevant budget lines.

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

11.4. Laptop

The laptop options were shown to the room, and the council resolved to purchase appropriate hardware, to the value of £5K for the Clerk and Deputy Clerk to carry out their work

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

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

The [Report](#) was shown to those present and can be seen at Appendix Two.

13. Correspondence

Letter from Brigadier Brian Parritt regarding the VE Day event and how much he appreciated it.

14. Items for Information or Agenda for Next Meeting

None.

15. Date and Venue of Next Meeting

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

The meeting ended at 9pm.

Signed as a true record by:

Cllr Wiffen _____

Date: _____

Draft

Planning Comments

May

1.1. [Planning Application PA/2025/0755](#)

Twysden, Chilmington Green Lane, Chilmington Green, TN23 3DP
Detached garage and new boundary wall

The committee resolved to support the application provided the boundary wall is a maximum of two metres for the entire length. It was also noted that the biodiversity mitigation of a 100L water butt for loss of permeable ground is insufficient.

[Planning Application PA/2025/0857](#)

Chilmington Green Secondary School, Chilmington Green Road, Great Chart, Ashford, TN23 3DL

Variation of condition 21 (off-site infrastructure) for planning permission 21/01914/AS (Reserved matters application pursuant to outline planning permission 12/00400/AS for the construction of a 6FE secondary school which will include a multi-use games area (MUGA), car parking, landscaping and external play, with new access) to allow for the opening of the school prior to the infrastructure works being completed.

The committee resolved to object to this application based on the following points:

- Any variant to the original plan sets a dangerous precedent that the permanent closure of Chilmington Green Road is not needed.
- This proposal places pupils, parents, and road users at risk from Day 1 and undermines local policy commitments, national guidance, and common-sense public health principles.
- 'Temporary' needs to be defined as a specific timescale.

No Safe Walking or Cycling Routes at Opening.

- The applicant confirms: "It is not safe for any pupil to travel by sustainable means." — *Transport Assessment (TA), April 2025, p.17*. "Pupils will be unable to walk to school initially." — *Travel Plan (TP), p.14, para 6.24*
- No designated pedestrian crossings, continuous footways, or controlled environments exist along Chilmington Green Road or access routes from Singleton or Great Chart.
- Pupils from Singleton and Great Chart would have to cross open verges or heavily trafficked junctions (e.g., A28) without any mitigations. This breaches: NPPF para 110(b) – Development should not compromise highway safety. NPPF para 92(c) – Development must support healthy, active travel. DfE statutory guidance – Requires safe school access from Day 1. KCC Active Travel Strategy – No opening without safe access

Traffic Congestion and Overcapacity at A28 Junction

- Traffic flows at the A28 / Chilmington Green Road junction show serious congestion: "RFC: 1.09; Queue: 24.5 vehicles; Delay: 49.47s" – *AM Peak* — *TA, Table 7.1, p.19*. PM Peak also approaches capacity: "RFC: 0.90; Queue: 6.9 vehicles; Delay:

17.1s”

— *Same source*

- These figures are based on 13 February 2025 surveys, but with no historical baseline or comparison to 2012–2021 data, despite earlier modelling being used to justify prior planning. This breaches NPPF para 113 – Requires robust transport evidence and KCC Transport Development Guidance – All feeder routes must be assessed
- Congestion along the A28 route will increase the likelihood of Ashford School parents and shuttle buses using The Street as an alternative route.

No Assessment of Local Access Roads: Mock Lane and Singleton Hill

- Mock Lane is mentioned only once, and Singleton Hill is completely ignored, despite being key access routes from Singleton and Great Chart.
- These areas are already experiencing increased pressure from construction traffic and early residential occupation, yet have no traffic flow data, junction capacity checks, or safety audits in the submitted materials. This breaches: NPPF para 112(c) – Requires consideration of access needs from surrounding areas and Manual for Streets – All likely pedestrian and vehicle routes must be assessed

Inadequate School Transport and No Guaranteed Bus Provision

- Only 25% of pupils will be eligible for school transport. The remaining 336+ pupils will arrive by private car: “Circa 25% of pupils will be eligible for school transport.” — *TP, p.1, para 1.5*
- No dedicated school bus contracts or timetables are guaranteed. Public bus accessibility is rated: “AI: 0.56 – Very Poor” — *TP, p.7, para 4.8*
This breaches KCC School Transport Policy – Mandates equitable, safe access and the Equalities Act 2010 – Disproportionately impacts lower-income families without private vehicles

Risky On-Site Drop-Off Strategy

- Drop-off and staff parking share the same access point, with no signalisation or marshalling in place.
- No overflow areas or traffic calming planned on Chilmington Green Road. Peak flows predict over 336 car movements in a 15-minute window — this is not realistically manageable.
This breaches DfT Road Safety Audit Guidelines – No Stage 1 audit presented, and Highway Code – Section 206 – Increased duty of care where children are involved

Monitoring and Enforcement Is Retrospective, Not Preventative

- The plan is to monitor transport safety after the school opens: “Initial travel surveys will be carried out during the Autumn Term of 2025.” — *TP, p.1, para 1.9*. This violates basic public safety principles: children should not be exposed to risk in order to validate modelling. It breaches NPPF para 116 – Development should only proceed if risk is acceptable, and Safeguarding Standards (Ofsted) – Require proactive harm prevention

If Ashford Borough Council is minded to approve this application despite the above evidence, we insist on the following conditions being attached:

- Delay opening until full safe footways and signalised crossings are completed, Chilmington Green Road is closed at the A28, as originally intended, and a Road Safety Audit (Stage 1 and 2) is submitted and approved

- Guarantee a dedicated school bus routes covering Great Chart, Singleton, and Chilmington Green Phase 1. Timetables to be published before opening day and monitored by KCC for performance
- Independent Traffic Management and Safety Marshal Scheme implemented with drop-off/pick-up monitored by trained marshals, no queuing onto public highway permitted, and a Feeder Route Traffic Assessment - Mock Lane, Singleton Hill, and Tally Ho Road to be assessed for volume and safety impact. If deemed unsafe, temporary traffic calming or access restrictions imposed

Planning Decisions

May

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

PA/2025/0473

15 Bartlets Lane, Chilmington Green, Ashford, TN23 8AB – Extension to existing garage

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw000001xWo5IAE>

PC: Support **ABC:** Approve

PA/2025/0436

3 Quarry View, Singleton, TN23 5WD - Conversion of existing double garage into habitable accommodation

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

PC: Support **ABC:** Approve

Appendix Two

Clerk's Report – June



Events:

Upcoming events:

Please note that there are two upcoming events, one in June, the Colour Run and one in July the Big Lunch. Details of the events can be found on our [website](#) as well as social media. If you are able to help out on either event, please let us know.

Annual Meeting of the Electors: Thank you to everyone who attended the event and gave a short report. It was lovely to hear from all the group and their activities. We have a vibrant community and it was lovely to celebrate this together.

Fund Raising: A total of £5,300 has been raised for Singleton Environment Centre – a huge thank you to everyone for their generous support. The funds will be used to enhance the outdoor education area, helping to provide even more opportunities for learning and engagement with nature.

Potholes: Kent County Council is looking to tackle the pothole problem in the county. If you know any particular roads that need attention, please email it to me or report it on Kent County Council website, so work can be scheduled in.

Online survey: So far, we have received 33 responses to our survey. The closing date is later this week, and the results will be shared at the next Council meeting. While the number of responses remains relatively low, it is already higher than in previous surveys, which is a positive sign of increased engagement.

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 😊