



Meeting of the Parish Council Monday, 14th July 2025 Chilmington Cabin at 7.00pm **MINUTES**

Councillors Present:	Cllrs P Barker, Y Barker, Darvill, Gathern, Heathcote, Herring, McClintock, Mercer, Sullivan, Tate, Wiffen
Number of Seats	11
Number of Cllrs Present	11
Number of Cllrs Absent	0
Also Present:	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Cllr Hallett (ABC), Cllr S Gathern (ABC), and two members of public.

1. Apologies for Absence

Cllr Barratt (ABC), Cllr Blanford (ABC), 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

None

2.3. Other Interests

Cllr Y Barker – Items 6.1, 6.4, 6.6, 6.7, 11.1

Cllr Herring – Items 6.3, 6.3.1

Cllr Tate – Items 6.1, 6.5

Cllr Sullivan – Items 6.1., 6.4, 6.7

Cllr Wiffen – Items 6.2, 6.3, 6.4, 7.5, 6.6, 6.7

Cllr P Barker – Items 6.1, 6.3, 6.5, 11.1

Cllr Mercer – Item 6.1, 6.3

Cllr Gathern – Item 6.3

Cllr McClintock – Item 6.2

3. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 9th June 2025 as a true record.

Proposed:	Cllr P Barker	Seconded:	Cllr Herring
Vote In Favour: 11	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. Cllrs Jessamy Blanford – Weald Central Ward

Not present. Report received.

Cllr Blanford met with Marc Stevenson regarding the wooden horse and informed him that the wooden horse may be removed due to it's poor

condition. She suggested that the Parish Council contact ABC and KCC to inform them of this plan.

There is no result of the Hodson's appeal as yet.

Cllr Blanford is keeping in touch with developments at the secondary school and access to it.

Cllr Blanford attended a meeting of the Kent Downs National Landscape at Brook. I represent ABC on the organisation. The Group is very active and keen to include Blean Woods near Canterbury in its plans. It has been at least 25 years since the plan for a reservoir in the area was been discussed, but conversations she has had suggest that the plans had all been drawn up, the area agreed and only planning consent from the Government was awaited. Of course it still is not likely to be imminent but with water shortages in the south east I feel that the government is going to have to have to face up to this issue in the not too distant future.

4.3. Cllr Sally Gathern- Singleton West Ward

Cllr S Gathern has reported 16 potholes in Bucksford Lane but they were not 5cm deep, so were not fixed. The potholes were separately photographed and reported to Cllr Eustace for further action.

Two trees have been felled on Bucksford Lane, but have not been replaced.

Cllr S Gathern has written to ask that they are replaced otherwise biodiversity will be stripped from the area over time.

Cllr S Gathern has chased action on ABC treatment of abandoned trolleys across Ashford. She has a meeting on 22nd July.

Cllr S Gathern has reported a lot of flytipping, in particular on Goldwell Lane. The pothole she reported between the Singleton Centre and Singleton Barn has now been circled so should be fixed soon, and she has reported the broken knee rail near Singleton Barn.

Cllr S Gathern is still following progress on access to the secondary school.

Cllr S Gathern also enjoyed helping run the BBQ at the Big Lunch.

4.4. Cllr Clive Hallett -Washford Ward

Cllr Hallett has received 22 letters from Windsor Court residents regarding the Singleton Village Hall car park extension, with a number of comments made, both positive and negative.

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

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 the minutes are on the website. The comments and decisions can be found at Appendix One.

A discussion was held relating to planning application PA/2025/1044 and its treatment as a Lawful Development Certificate and the response to correspondence from Simon Cole.

The issue of HMO's being granted without considering the impact of parking was also discussed and will be raised with local MP's.

6.2. Singleton Spaces

A quiz was held last week.

It was noted that in the previous school year, 1500 school children were both entertained and educated by the Education Team during school visits.

6.3. Environment Committee

A meeting was held and minutes are on the website.

6.3.1. To receive update on the Best Front Garden Competition

A presentation evening has been arranged for 8th August and invites have been sent to councillors and participants.

6.4. Stronger Communities

No meeting. Nothing to report.

6.5. Finance Committee

No meeting. Nothing to report.

6.6. Devolution Working Group

No meeting. Nothing to report.

6.7. Parish Building

The Parish Council have been in conversation with architects regarding the proposed parish building. The architects have provided a drawing that sites the building outside Singleton Village Hall with a community area between the two, and the car park sited elsewhere. This is still very early days and there is still a lot of work to do.

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

A member of public noted that the work to access the secondary school does not seem to be progressing fast enough. There has been no work on the Avenue/Chilmington Green Road cross roads, despite the fact that most users will make a 90 degree turn and the current road layout is not wide enough to facilitate this.

7. Consultations

7.1. Ashford Borough Council's [Housing allocation policy](#)

Cllr Y Barker voiced a number of points which she will submit as a Parish Councillor.

7.2. Local Government Reorganisation [Survey](#) – KALC

It was agreed that the Devolution Working Group will submit a response to the survey.

7.3. Kent Pension Fund [Consultation](#)

Cllr Y Barker will email her questions and feedback to the Clerk to feedback to Kent Pension Fund.

8. Resident Survey 2025

The survey report was shown to the room and the Clerk highlighted the key points.

9. Review of Policies

To approve policies and procedures

- [Appraisal Policy](#)

No changes proposed. The council resolved to accept the new policy.

Proposed:	Cllr Wiffen	Seconded:	Cllr P Barker
Vote In Favour: 11	Vote Against: 0	Abstain: 0	MOTION CARRIED

- [Code of Conduct](#)

No changes proposed. The council resolved to accept the new policy.

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

10. Grant applications

No grant applications were received.

11. Finance

11.1. Items for Payment

A number of invoices had been received since the meeting agenda was published. These are:

£21.60 mileage claim

£485.99 for gardening competition prize winners

£900 Big Lunch bouncy castle hire

£5190 for parish building feasibility study

£360 Big Lunch toilet hire

The council resolved to agree the items for payment in July, including the additional items listed above, and acknowledged the bank reconciliation, earmarked reserves and credit card payments in June. The list of items was checked and signed.

Proposed:	Cllr Sullivan	Seconded:	Cllr Wiffen
Vote In Favour: 11	Vote Against: 0	Abstain: 0	MOTION CARRIED

Method	Items for Approval for Payment	Description	VAT	Total payable
Bacs	Kent Pension	Pension Contribution		£ 2,361.27
Bacs	HMRC	Employer		£ 3,422.51
Bacs	Salaries	July Salaries		£ 7,634.36
Bacs	Kalkwik	Newsletter Printing		£ 935.00
Bacs	Simia Circus School	Performance at Big Lunch event		£ 150.00
Bacs	ADM Computing	Monthly contract support	£ 51.23	£ 307.37
Bacs	Travel Expense	Travel expense for Fridge volunteer		£ 32.40
Bacs	University of Birmingham	Module payment		£ 1,125.00
Bacs	University of Birmingham	Module payment		£ 1,125.00
Bacs	Cllr P Barker	Travel expense to attend Conference		£ 146.50
Bacs	East Kent Media	Newsletter delivery	£ 116.00	£ 696.00
Bacs	Whizzbang	Face painting at The Big Lunch event		£ 190.00
Bacs	Vision ICT	Website hosting	£ 46.00	£ 276.00
Bacs	Singleton Environment Centre	Education team activities		£ 550.00
Bacs	Express Toilet Hire	Portable toilet facility	£ 40.00	£ 240.00
Bacs	Lister Wilder	Clear visor	£ 2.00	£ 11.99
DD	Hosted	Telephone and Broadband	£ 16.63	£ 99.79
DD	RAC Business	Van-road side and at home recovery		£ 16.39
Comments:		SUBTOTAL		£ 19,319.58
		TOTAL		£ 19,319.58

PREVIOUS PAYMENT FOR INFORMATION

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION
20.06.25	Bacs	£ 425.00	Polesaw training
20/06/25	Bacs	£ 295.00	Hedge cutter course

INCOME PAYMENT FOR INFORMATION

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION

Credit card payment items for Information	Description	VAT	Total Paid
Account Numbers:19079376 & 55882568			
B&Q	Topsoil and hammerite paint	£22.32	£133.91
B&Q	Industrial wipes, pipe insulation for colour run event	£11.28	£67.70
B&Q	Cable ties-colour run	£2.28	£13.68
Morrisons	Refreshments		£7.00
B&Q	Panel pins and cable ties	£2.42	£14.54
Sainsbury's	Diesel	£10.00	£60.00
Aldi	Cleaning products-colour run	£0.94	£5.63
Morrisons	Refreshments		£8.30
Halfords	Ready mix car cleaning	£2.00	£11.99
B&Q	Knife blades, marking tool	£1.79	£10.74
Sainsbury's	Unleaded petrol for lawn mower	£1.07	£6.40
B&Q	Flat washer and wood screw	£3.49	£20.94
Sainsbury's	Diesel	£8.33	£50.00
Singleton Spaces	Refreshments	£0.56	£3.35
Singleton Spaces	Refreshments	£0.48	£2.85
Singleton Spaces	Refreshments	£0.90	£5.40
GiffGaff	Mobile phone top up	£1.00	£6.00
Brandon Hire Station	Petrol Tiller hire	£11.18	£167.08
Lily's Social Kitchen	Refreshments		£2.75
GiffGaff	Mobile phone top up	£1.66	£10.00
Ashford Borough Council	Event licence		£21.00
Screwfix	Mounting tape, black	£1.70	£10.19
Screwfix	Lubricant and file set	£4.48	£26.87
Amazon	Cable ties-colour run	£1.78	£10.68
Amazon	White vinegar		£12.98
Amazon	Metal Garden arches	£4.33	£25.99

GiffGaff	Mobile phone top up	£1.33	£8.00
GiffGaff	Mobile phone top up		£10.00
Amazon	Charity collection buckets	£4.06	£24.36
Singleton Spaces	Refreshments	£2.56	£15.35
B&Q	Wood screw and battery	£4.12	£24.70
Sainsbury's	Unleaded petrol for lawn mower	£2.17	£12.99
Total:		£108.23	£811.37

Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 1 May 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/05/2025	Metro Bank Current Account	8,671.32	
31/05/2025	Metro Bank Instant Access	15,029.86	
01/05/2025	Metro Bank Credit Card 6934	-255.66	
01/05/2025	Metro Bank Credit Card 8589	139.92	
31/05/2025	NatWest Current	100.00	
31/05/2025	NatWest Reserve Account	101,417.04	
30/04/2025	Nationwide Business 1 Yr Fixed	192,393.67	
01/05/2025	Dudley	117,252.33	
31/05/2025		243,980.93	
31/05/2025		100,000.00	
			778,729.41
<u>Receipts not on Bank Statement</u>			
			0.00
	Closing Balance		778,729.41
<u>All Cash & Bank Accounts</u>			
1	Metro Bank Current Account	8,671.32	
2	Metro Bank Instant Access	15,029.86	
3	Metro Bank Credit Card	-115.74	
4	NatWest Current Account	100.00	
5	NatWest Reserve Account	101,417.04	
6	Nationwide Business 95 Day	192,393.67	
7	Dudley Building Society	117,252.33	
8	Barclays	243,980.93	
9	RedWood Bank	100,000.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		778,729.41

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

The report was shown to the room, and can be seen at Appendix Two. The Clerk noted that councillors can request work for the Parish Steward via MaintainX.

13. Correspondence

None.

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, **8th September 2025** at **Great Chart Village Hall** starting at 7.00 pm.

The meeting ended at 20:40pm.

Signed as a true record by:

Cllr Wiffen _____

Date: _____

DRAFT

Planning Comments

June

Planning Application [PA/2025/1051](#)

Coach House, Ashford Road, Great Chart, TN26 1JL

Conversion of outbuilding to garden room

Planning Application [PA/2025/1070](#)

Coach House, Ashford Road, Great Chart, TN26 1JL

Listed Building Consent for the conversion of outbuilding to garden room

There were no planning grounds to oppose the application, however the plans are inconsistent in that the north wall is described as wood cladding, but the elevation plans show it as brick.

The committee resolved to support the application, noting the inconsistent plans.

Planning Application [PA/2025/1039](#)

Braeside, Padwell Lane, Great Chart, Ashford, TN23 3AU

Front single storey extension. Demolition and construction of new detached garage.

Construction of Summer house.

The hedge bordering the war memorial must not be cut too low. This is an important matter but not planning related.

As there were no planning related concerns, the committee resolved to support the application.

Planning Application [NOT/2025/1126](#)

44, Homestead, Singleton, TN23 4PX

Prior approval - Larger Homes Extension - Single-storey rear extension with rooflights (depth 3.6m x eaves 2.6m x height 2.9m)

There is no mention of existing or additional parking in the plans submitted and there was concern that the trees that create the street scene on Tithe Barn Lane may be reduced.

The committee resolved to support the application provided the parking is compliant with TRA3, as neither existing nor additional parking is mentioned in the application.

Planning Application [PA/2025/1044](#)

22, Woodland Rise, Chilmington Green, TN23 8AR

Lawful Development Certificate – Proposed – loft conversion with dormer to rear and rooflights to front elevation. For Information.

This application has been submitted as a Lawful Development Certificate and the Committee noted it's anger that it has been submitted and approved as such, without any chance for authorities or the public to comment. This sets a dangerous precedent for the development. An email will be sent to ABC officials to make this clear.

It is not a lawful development as, due to the additional bedroom, there is not enough parking according to TRA3. The plans also show a garage, but to the committee's knowledge, a car port to garage conversion application has not been received. The development goes against all Chilmington related plans and the Ashford Local Plan.

Planning Decisions

June

PA/2025/0502

Land West of Prima Recycling Ltd, 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

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw000001yXwbIAE>

PC: Support **ABC:** Refuse

DRAFT

Clerk's Report – July



Events:

This weekend marks the return of the **Big Lunch**, a much-loved event in the Parish Council's calendar. It's a wonderful opportunity for the community to come together for a fun-filled afternoon. A big thank you to Paula for her hard work in organising the event and for making it better year after year.

The **Colour Run** was another highlight — a fantastic event enjoyed by many. Everyone went home bright and proudly wearing a medal in recognition of their effort. Huge thanks to Helen King, who led most of the organising and made the day such a success.

Looking ahead, the **Pop-Up Café** will be held at Singleton Village Hall this month. We hope to see you there!

Digital Course: I'm meeting with representatives from the Adult Education team to explore the possibility of organising a few digital skills sessions for adults in the parish. The aim is to help residents gain confidence in using technology safely and effectively. Hopefully, these sessions will provide valuable support to those who feel less comfortable navigating the digital world.

Hedgehog Highway

I'm pleased to share that we now have our very first location for a hedgehog sign! The sign will soon be delivered to the resident who kindly agreed to host it. This small step is part of our ongoing efforts to raise awareness and help protect local wildlife.

Bird boxes:

The Parish Steward has installed four more bird boxes, and we're hopeful they'll have some feathered residents by next spring!

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 a new member signed up for the scheme. 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.

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 😊

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