



Meeting of the Parish Council held on Monday, 13th October 2025 at Singleton Village Hall at 7.30pm

MINUTES

Councillors Present:	Cllrs P Barker, Y Barker, Darvill, McClintock (from Item 5.4 to Item 13), Mercer, Sullivan, Tate, Wiffen
Number of Seats	11 (1 vacancy)
Number of Cllrs Present	8
Number of Cllrs Absent	2
Also Present:	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Cllr Blanford (ABC), Cllr Hallett (ABC), Cllr S Gathern (ABC), Cllr Wibberley (KCC), and four members of public.

1. Apologies for Absence

Cllrs Herring, Gathern, McClintock.
Cllr Barrett (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 Darvill – Items 7.7, 9
Cllr Mercer – Items 7.1, 7.3
Cllr P Barker – Items 7.1, 7.3, 7.5, 7.7
Cllr Wiffen – Items 7.2, 7.3, 7.4, 7.5, 7.6, 7.7
Cllr Tate – Items 7.1, 7.5
Cllr Y Barker – Items 7.1, 7.4, 7.6, 7.7
Cllr Sullivan – Items 7.1, 7.4, 7.7

3. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 8th September 2025 as a true record.

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

4. Safeguarding

None

5. Reports from Borough Councillors and other organisations

5.1. Cllr Bill Barrett – Singleton East Ward

Not present. No report received.

5.2. Cllrs Jessamy Blanford – Weald Central Ward

Cllr Blanford reported that ABC are still waiting to hear about the decision on Hodsons s106 appeal, and are still awaiting a decision from the Environment Agency regarding the Waste Water Treatment Works permit to operate. With the wooden horse, a purchase order needs to be found for the initial purchase, with the owner then responsible for repairing or removing it. The Clerk will write to ABC, KCC and Stevensons to enquire who ordered it, and who should then repair or remove it as it is currently a safety issue with the heaviness of the statue and it's imminent collapse.

5.3. Cllr Sally Gathern- Singleton West Ward

Cllr S Gathern reported that the first environmental credits for Stour Environmental Credits Ltd will be for the upgrading of septic tanks. ABC has also been running an awareness campaign to help increase food waste recycling across the borough. Stickers and caddy bags have been given to residents to encourage people to recycle. A £79K grant has been received from National Energy Action. The Climate and Energy team will target those who may be most in need of help over the Winter. The next Eat Well Spend Less Roadshow will be held at Singleton Village Hall on 23rd October.

Cllr S Gathern is still not happy with the state of the land at Holt Close. ABC report that it was cleared in August but she has requested further clearance of the area.

Cllr S Gathern was pleased to see the potholes fixed in the parish, but sandbags and signage were left behind after the works, so she has reported this to KCC.

5.4. Cllr Clive Hallett - Washford Ward

Cllr Hallett has written to both ABC and KCC to request regular consultation meetings regarding allotment rental costs as some non-parish owned allotment costs have gone up by 60%.

Cllr Hallett thanked the PC for tidying the land opposite Windsor Court.

6. Reports from County Councillors

6.1. Cllr Jeremy Eustace – Ashford Rural West

Not present. No report received.

6.2. Cllr Nick Wibberley – Ashford South

Cllr Wibberley noted that he is still allocating his community grant pot.

Cllr Wibberley has been helping parents submit EHCP applications and is attending a panel hearing for travel to Chilmington Secondary School tomorrow.

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 the minutes are on website. The planning decisions and comments were shown to the room and can be seen at Appendix One.

7.2. Singleton Spaces

There will be a quiz held this Saturday.

7.3. Environment Committee

No meeting has been held, one is scheduled for next Wednesday.

7.4. Stronger Communities

No meeting has been held. The community fridge project has been closed down and the fridge itself has been loaned to SEC.

7.5. Finance Committee

No meeting held.

7.6. Devolution Working Group

No meeting held.

7.7. Parish Building

Tom Sykes, architect, presented to the room an update on the parish building. He showed possible ideas for the building and what it could be used for.

7.8. Policy Review Committee

The council resolved that policies should come to full council after proposed changes have been suggested by the Clerk, rather than a committee, and discussed by all councillors.

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

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

A member of public noted that it was good to see groups of secondary school children cycling together to the school through Colemans Kitchen Woods.

8. Grant Applications

To consider and approve grant applications (if applicable)

8.1. John Wesley Primary School

The council resolved to approve the application.

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

9. Car Park

Cllr Darvill showed to the room, stamped maps from ABC noting ownership of the blue land by Singleton Village Hall and yellow land by the Parish Council. However, the Land Registry shows that the PC owns both plots of land. SVH cannot own land as a charity, but the PC should only be custodial trustees for the blue land.

It was resolved that a solicitor will be instructed to investigate the legal standing of the land, and to register the blue land with the PC as custodial trustees.

Once this has been resolved, a decision can be made about future work on the SVH car park.

Proposed:	Cllr Wiffen	Seconded:	Cllr Tate
Vote In Favour: 6	Vote Against: 0	Abstain: 2	MOTION CARRIED

10. Meeting dates

The council resolved to approve the meeting dates and locations for 2026.

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

11. Review of Policies

To approve policies and procedures

11.1. Co-option Policy

It was suggested that under Casual Vacancy Byelection, it was clearly stated that the vacancy is ONLY for the vacant ward and not the council as a whole. A requirement for councillors to undertake a DBS check should also be added.

The council resolved to approve the policy with the above changes added.

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

12. Kent Association of Local Councils Community Awards Scheme 2026

Three nominations were suggested for the KALC community award and one will be put forward.

Proposed:	Cllr Wiffen	Seconded:	Cllr Tate
Vote In Favour: 7	Vote Against: 0	Abstain: 1	MOTION CARRIED

13. Highways Improvement Plan

The council resolved to add a request for Chilmington Green Road to be lowered to 20mph, specifically outside the new secondary school, and a request for the section of Mock Lane between the primary school and Chilmington Green Road to also be lowered to 20mph.

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

14. Singleton Oast Play Park

It was noted that play parks should have two entry/exit points for safeguarding reasons, but that the Oast Play Park only has one. As the park is owned by ABC, it was resolved that the Clerk would contact ABC to request a second entry/exit is added.

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

15. Finance

15.1. Items for Payment

With the addition of an invoice for churchyard maintenance from Uprising, the items for payment in October were approved and the bank reconciliation, earmarked reserves and credit card payments in September were acknowledged. The list of items was checked and signed.

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

Method	Items for Approval for Payment	Description	VAT	Total payable
Bacs	Kent Pension	Pension Contribution		£2,455.77
Bacs	HMRC	Employer		£3,330.22
Bacs	Salaries	Oct Salaries		£7,689.30
Bacs	Singleton Environment Centre	Venue Hire- safeguarding training		£146.40
Bacs	University of Birmingham	Tuition fee		£1,165.00
Bacs	Protyre Victoria Road	Computer wheel balance casing and alignment	£42.50	£255.01
Bacs	MKM	Post concrete	£3.63	£21.78
Bacs	CPRE	Annual Membership renewal		£60.00
Bacs	East Kent Media Group	Newsletter distribution	£106.00	£636.00
Bacs	ADM Computing	Monthly support contract	£58.23	£349.37
Bacs	Common Works Architecture	Parish Council building feasibility study	£770.00	£4,620.00
Bacs	Fridge volunteer	Travel expense		£43.20
Bacs	Procurement Digital	Photocopier and Printer	£21.25	£127.51
Bacs	University of Birmingham	Tuition fee		£1,165.00
Bacs	Lister Wilder	Thermo gloves	£1.32	£7.94
Bacs	The Parish Notice Board Company	Display case	£64.00	£384.00
Bacs	Chilmington Management Organisation	Venue Hire		£77.00

Bacs	Ashford Borough Council	Building Insurance- SEC		£1,957.39
DD	Hosted	Telephone and broadband	£38.73	£ 232.39
DD	RAC Business	Van-Roadside and at home		£16.39
SUBTOTAL				£24,739.67
TOTAL				£24,739.67

Credit card payment items for Information	Description	VAT	Total Paid
Account Numbers:19079376 & 55882568			
Google Play	Life360 mobile app		£9.99
GiffGaff	Mobile phone top up	£1.33	£8.00
Sainsbury's	Refreshments		£4.50
Amazon	Wireless mouse	£1.99	£11.97
Amazon	Blu-tack (pack of 12)	£1.63	£9.75
Amazon	Purchased in error- maths set		£4.20
Amazon	Sharpie markers, plastic storage box, cellotape	£8.32	£49.87
Amazon	Plastic file storage	£3.63	£21.81
Amazon	Scissors x3	£2.13	£12.79
GiffGaff	Mobile phone top up	£1.66	£10.00
Amazon	Hole punch- x3	£1.56	£9.33
Amazon	Sticky notes	£1.55	£9.32
Singleton Spaces	Refreshments	£0.80	£4.80
Amazon	Calendar year planner x 5	£6.10	£36.60
Amazon	14 pcs hexagon sockets	£1.96	£11.75
GiffGaff	Mobile phone top up	£1.00	£6.00
Morrisons	Refreshments		£2.00
Amazon	Giant foam dice		£23.90
Lily's Social Kitchen	Refreshments		£8.00
GiffGaff	Mobile phone top up		£10.00
GiffGaff	Mobile phone top up		£10.00
Sainsbury's	Diesel	£16.33	£98.00
Screwfix	Surface sealant and adhesive remover	£6.66	£39.93
VJ Technology	Adaptor	£0.70	£4.18
Screwfix	Blue tarpaulin	£1.33	£7.99
Screwfix	Blue tarpaulin	£1.33	£7.99
Fixings Warehouse	Cobalt drill and screws	£11.80	£70.80
Screwfix	Dewalt brushless twin pack	£42.33	£253.97
Sainsbury's	Unleaded petrol	£1.08	£6.50
Sainsbury's	Diesel	£12.83	£77.00
Chart Fencing	Four way rounded fence	£34.00	£204.00
B&Q	Wood filler, shelf support	£2.96	£17.79
Wolseley UK	Brazing torch, propane gas	£18.66	£111.95
B&Q	Extension lead	£1.31	£7.84
B&Q	Storage box and daffodil and tulip mix	£7.76	£46.55
Screwfix	Window scraper, knife and window scraper blades	£5.06	£30.34
Total:		£197.80	£1,259.41

Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 1 August 2025

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
01/08/2025	Metro Bank Current Account	6,801.32
31/08/2025	Metro Bank Instant Access	13,344.69
31/08/2025	Metro Bank Credit Card 6934	726.18
31/08/2025	Metro Bank Credit Card 8589	77.57
31/08/2025	NatWest Current	100.00
31/08/2025	NatWest Reserve Account	101,348.72
31/08/2025	Nationwide Business 1 Yr Fixed	197,393.67
31/08/2025	Dudley	117,252.33
31/08/2025	Barclays	48,573.58
31/07/2025		100,000.00
		100,000.00
		685,618.06
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		685,618.06
<u>All Cash & Bank Accounts</u>		
1	Metro Bank Current Account	6,801.32
2	Metro Bank Instant Access	13,344.69
3	Metro Bank Credit Card	803.75
4	NatWest Current Account	100.00
5	NatWest Reserve Account	101,348.72
6	Nationwide Business 95 Day	197,393.67
7	Dudley Building Society	117,252.33
8	Barclays	48,573.58
9	RedWood Bank	100,000.00
10	Barclays Saver Account	100,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	685,618.06

01/09/2025

Great Chart with Singleton Parish NEW

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
305 Contingency Reserves	115,000.00		115,000.00
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
	319,287.87	0.00	319,287.87

15.2. Mobile phones

A discussion was held over the pros and cons of various members holding a PC phone. The council resolved to approve a phone purchase for the Chairman in the first instance, and individuals councillors can request one if they require one in future.

Proposed:	Cllr Darvill	Seconded:	Cllr P Barker
Vote In Favour: 5	Vote Against: 1	Abstain: 1	MOTION CARRIED

15.3. Barclays Credit card

The council resolved to approve the sharing of individual Councillor details to apply for a Parish Council Barclays credit card.

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

16. Apprenticeship

An update on the process and progress of the apprentice scheme was given to the room. Costs will be obtained and job advert will be produced.

17. 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.

18. Correspondence

An email from a member of public, received through the website, praising the layout and content of the website was read to the room.

19. Items for Information or Agenda for Next Meeting

None.

20. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on Monday, **10th November 2025** at **Chilmington Cabin** starting at **7.30 pm**.

The meeting ended at 21.35pm.

Signed as a true record by:

Cllr Wiffen _____

Date: _____

Planning Comments

September

[PA/2025/1157](#)

The Cottage, Bucksford Manor, Chart Road, Great Chart, TN23 3AE

Change of use of land to residential garden, erection of a two storey side and rear extension, and the creation of a new first floor dormer window on the west elevation

There were no planning related concerns regarding the plans to extend the property. However, application number PA/2023/0177 was approved with Condition 9 stating that the splay lines should be rectified within three months of approval, but this has not yet been carried out.

The committee resolved to support the application but to notify enforcement regarding application PA/2023/0177.

[PA/2025/1605](#)

2, Dragonfly Close, Singleton, TN23 5GH

Single-storey rear extension following the demolition of the existing conservatory.

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

Planning Decisions

September

PA/2025/1200

13, Red Tree Orchard, Singleton, TN23 5PZ – Proposed two storey rear and side extension with pitched roof and roof lights to include ramped side and rear access.

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw000002Xk7IIAC>

PC: Object. ABC: Approve.

Appendix Two

Clerk's Report – October



Events:

Half term activities: During the October half term, several events will be held, including a Halloween craft session, the pump track at Cuckoo Park, and the Eat Well Spend Less event at Singleton Village Hall.

Pop Up Café We requested feedback and suggestions from residents via social media, but have received no responses. As noted at the last parish council meeting, the current format is not sustainable.

Outdoor Gym – Great Chart: The new surface under Great Chart's outdoor gym is completed and looks good; hopefully, it will be durable.



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 two 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 😊