



Meeting of the Parish Council **held on Monday 08th December 2025 at 7:30pm** **in Great Chart Village Hall** **MINUTES**

Councillors Present:	Cllrs P Barker, Y Barker, Darvill, Gathern, Herring, McClintock, Mercer, Tate, Wiffen
Number of Seats	11 (1 vacancy)
Number of Cllrs Present	9
Number of Cllrs Absent	1
Also Present:	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Catherine Stevens (CEO), Cllr Blanford (ABC), Cllr S Gathern (ABC), Peter New (NHW), and two members of public.

1. Apologies for Absence

Cllr Sullivan.

Cllr Barrett (ABC), Hallett (ABC), Cllr Eustace (KCC).

2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

2.1. Disclosable Pecuniary Interests

Cllr Y Barker - Item 11.5

Cllr P Barker – Item 11.1, 11.5

2.2. Other Significant Interests

None

2.3. Other Interests

Cllr Y Barker – Items 7.1, 7.4, 7.6, 7.7, 7.8, 11.2

Cllr Gathern – Items 7.2, 7.3, 7.7, 7.7, 11.2

Cllr Tate – Items 7.1, 7.5, 11.2

Cllr Wiffen – Items 7.2, 7.3, 7.5, 7.6, 7.7, 11.2

Cllr P Barker – Items 7.1, 7.3, 7.5, 7.7, 11.2

Cllr Mercer – Items 7.1, 7.3

Cllr Darvill – Item 11.2

Cllr McClintock – Items 7.2, 7.5, 11.2

Cllr Herring – Item 7.3

3. Minutes of the Previous Meeting

The council resolved to approve the minutes of the 10th November 2025 as a true record.

Proposed:	Cllr Herring	Seconded:	Cllr Y Barker
Vote In Favour: 9	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 & Alan Pickering – Weald Central Ward

Ashford Borough Council (ABC) held a meeting regarding Local Government Reorganisation. Option 4D was chosen for Ashford to put forward but this differs to options chosen by other Kent councils.

The owner of Possingham Farm has reported that the byway behind the property has been cleared of vegetation, but the vegetation has been left behind. This has been reported, investigated and will be rectified.

Cllr Blanford is looking to get the Wooden Horse restored through fundraising. Cllr Harman will investigate using s106 monies for local arts.

5.3. Cllr Sally Gathern - Singleton West Ward

Ashford Borough Council has launched a WalkSafe app which identifies safe routes and allows people to notify contacts when they expect to arrive somewhere.

Cllr S Gathern has contacted Redrow about the Holt Close/Bulrushes land. She has been in touch with a local member of staff and will be having a site visit with them soon.

There is a new officer at ABC responsible for fly tipping.

The parent appeal for Chilmington secondary school access was rejected. Cllr S Gathern is looking at Active Travel figures for the school compared to the National and Kent averages to see if they are lower.

5.4. Cllr Clive Hallett - Washford Ward

Not present. Report can be seen at Appendix One.

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

Not present. No report received.

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 available on the website. The comments and decision can be seen at Appendix Two.

7.2. Singleton Spaces

The Centre is currently serving Christmas dinners. Hot drinks are also available.

7.3. Environment Committee

A meeting was held and the minutes are online. The allotment inspection was carried out with no real issues identified.

7.4. Stronger Communities

Nothing to report.

7.5. Finance Committee

Two meetings have been held and the items raised will be discussed later on the agenda.

7.6. Devolution Working Group

Nothing to report.

7.7. Parish Building

Nothing to report.

7.8. Community Engagement Officer

The community engagement report can be seen at Appendix Three.

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

Peter New (NHW) – reported that the messages are the same as November; internet shopping parcels being stolen off doorsteps; outbuildings being targeted - with a break in on Harvest Way recently.

People must report any crime, no matter how small. The police can't act on what they don't know about.

Peter New has had discussions with local police teams, and continues to try and work with the Chilmington Management Organisation. He wished everyone a Merry Christmas.

A local group are investigating getting aircraft silhouettes placed on the Access C roundabout. They have met with KCC and ABC. Planning permission would be needed but at the moment the land still belongs to Hodsons.

There are no dog poo bins on Chilmington walking routes as the land belongs to Hodsons.

Discussions were had over the logistics of getting any installed bins emptied by Suez.

Cllr Darvill thanked Dave Marsh for his litter picking duties, even in the recent inclement weather.

8. Grant Applications

To consider and approve grant applications (if applicable)

8.1. Neighbourhood Watch

The Council resolved to approve the application.

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

8.2. Ashford Community Woodland

The Council resolved to approve the application.

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

8.3. Pilgrims Football Club

It was agreed that the allocated money should be kept in a separate account. The Council resolved to approve the application.

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

9. Highways Improvement Plan (HIP)

Speed limits across the Chilmington development have been applied in a piecemeal fashion which has left a confusing mix of signage. A member of public has reported this to KCC who have agreed to rectify the situation, but it must first be added to the Parish Council HIP.

The Parish Council resolved to request a 20mph zone along the entirety of Chilmington Green Lane, and to correct the incorrect signage on Bartletts Lane.

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

10. Review of Policies

10.1. Password Policy and IT Equipment Log

It was agreed that acronyms will either be removed or spelt out the first time used. On the Equipment Log, a title will be added at the top of the page. Once completed, the Council resolved to accept the Password Policy and Equipment Log.

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

10.2. IT Policy

Cllrs P Barker, Gathern and McClintock will discuss the details of the IT Policy and bring their recommendations to the January meeting.

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

11. Finance

11.1. Items for Payment

There were two additional invoices for payment;

KallKwik newsletter printing - 935.00

SLCC Membership – Deputy Clerk - 237.60

With the addition of these two payments, the Council resolved to agree items for payment in December, and acknowledged the bank reconciliation, earmarked reserves and credit card payments in December.

The list of items was checked and signed by Cllr P Barker.

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		£3,257.28
Bacs	HMRC	Employer		£4,269.17
Bacs	Salaries	Dec Salaries		£10,058.53
Bacs	Singleton Village Hall	Venue hire- Digital Skills course		£96.00
Bacs	Singleton Village Hall	Venue hire- Digital Skills course		£192.00
Bacs	Singleton Environment Centre	Education team		£1,500.00
Bacs	Tylers	Work clothing	£17.89	£107.34
Bacs	Barker Computer Solutions	Setting up new Wifi access points		£60.00
Bacs	SLCC	Canva training	£6.00	£36.00
Bacs	SLCC	The psychology of Community engagement	£7.70	£46.20
Bacs	SLCC	Practitioners Conference x3	£198.00	£1,848.00
Bacs	Procurement Services	Printer and photocopier	£21.25	£127.51
Bacs	MKM	Weedtex landscape fabric	£9.90	£59.40
Bacs	Reimburse CEO	Supplies for Kindness tree and elves on the shelves	£0.59	£3.52
Bacs	Reimburse CEO	Supplies for Kindness tree and elves on the shelves	£0.66	£3.97
Bacs	Great Chart Village Hall	Venue hire - PC meetings		£200.00
Bacs	MKM	Water Container	£6.39	£38.33
Bacs	MaintainX	MaintainX user licence		£92.98
Bacs	MKM	Blended Loam	£13.32	£79.94
Bacs	Singleton Village Hall	Venue hire - Planning mtg		£24.00
Bacs	Living Wage Foundation	Employer accreditation	£14.20	£85.20
Bacs	MKM	Post crete	£12.10	£72.60
Bacs	Lister Wilder	Gloves	£3.95	£23.70
Bacs	MKM	Post crete	£8.47	£50.82

Bacs	ADM	Monthly support contract	£56.87	£341.23
DD	Three	Monthly mobile phone rental	£12.32	£73.94
DD	ICO	Renewal		£47.00
DD	Hosted	Telephone and Broadband	£17.98	£107.89
DD	RAC	Van breakdown cover		£16.39

Comments:

SUBTOTAL

TOTAL

£22,825.96

PREVIOUS PAYMENT FOR INFORMATION

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION
04.11.25	Bacs	£90.00	ID cards
19.11.25	Bacs	£9,480.00	Tree work - The Viewing Point

Credit card payment items for Information	Description	VAT	Total Paid
Account Numbers:19079376 & 55882568			
Virtual College	Level 3 Safeguarding Course	£7.00	£42.00
Chart Fencing	Weathered posts	£11.10	£66.60
Screwfix	Hi Vis jacket	£1.00	£5.99
Chart Fencing	Four ways rounded planed	£10.20	£61.20
Amazon	Garden pegs for netting	£2.91	£17.48
Amazon	Self-adhesive reflectors	£1.33	£7.99
Sainsbury	Sandwich bags		£2.00
B&Q	Wood screw steel	£1.95	£11.68
Halfords	Hi vis vest and breakdown kit	£7.49	£45.00
Sainsbury	Fuel	£17.50	£105.01
B&Q	Wood screw steel	£4.00	£23.99
Halfords	Hal burgee 100cm	£0.33	£2.00
Halfords	Microfiber cloth	£3.97	£23.78
Sainsbury	Fuel	£15.75	£94.50
Wickes	Treated sawn	£7.37	£44.20
Hobbycraft	Glue guns	£2.71	£16.25
Morrisons	Refreshments		£4.30
Tesco	Refreshments		£3.85
Morrisons	Refreshments		£4.30
Singleton Barn	Refreshments		£2.55
B&M	Tree topper		£8.00
Aldi Stores	Christmas trees x4	£9.33	£55.96
Amazon	Phone case and protector	£2.30	£13.80
Amazon	Elves behaving badly doll set	£2.46	£14.78
Currys	Mobile phone		£169.00
GiffGaff	Mobile phone top up	£1.00	£6.00
Amazon	Merry Christmas tags	£1.94	£11.63
Amazon	Artificial Christmas tree	£5.00	£29.99
Amazon	Manual Pull down projector screen	£20.83	£124.99
Amazon	Christmas lights x10	£24.30	£145.99
Government services	DBS check		£21.50
Government services	DBS check		£21.50
Temu	Plush balls and pipe cleaners	£2.69	£16.43
Total:		£164.46	£1,224.24

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

11.2. Budget 2026-2027

The Parish Council discussed the budget for **2026–27** and agreed to add the following budget lines.

- A new work van to be saved for over 5 years.
- A pump track installation fund to save over several years.
- The newsletter line will be transferred to community engagement activities.
- Funding for car park upgrades at Singleton Village Hall and the Great Chart Playing Fields.
- The parish allowance will be raised for councillor attendance at meetings.

The council tax base increased from 2,964 to 3,053, with the Band D rate rising from £132 to £146.16 — representing a 10.73 % increase.

Select Parish:	Great Chart with Singleton
Precept amount proposed:	£446,221.00
Current year Tax Base	2,964
Next years Tax Base	3,053
% Change in Tax Base	3.00%

Current years precept amount	Current years Band D figure	Next years proposed Band D figure	Increase/ (Decrease) Band D Equivalent	Percentage Increase/ (Decrease) Band D equivalent
£391,235.00	132.00	146.16	14.16	10.73%

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Current Year	88.00	102.66	117.33	132.00	161.33	190.66	219.99	263.99
Proposed	97.44	113.68	129.92	146.16	178.64	211.12	243.60	292.32
Increase/(Decrease)	9.44	11.02	12.59	14.16	17.31	20.46	23.60	28.33

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

11.3. Cyber essentials

A request was made for a breakdown of what the labour cost covers as most of the policies and IT security is already in place.

11.4. Laptop

The Council resolved to purchase the Community Engagement Officer the same laptop and screens as the existing members of staff.

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

11.5. Icon Event

The Council resolved to cover the travel costs for Cllr Y Barker to attend the Icon Event.

Proposed:	Cllr McClintock	Seconded:	Cllr Wiffen
Vote In Favour: 7	Vote Against: 0	Abstain: 2	MOTION CARRIED

11.6. Bleed Kits

The Council resolved to purchase one bleed kit to see if it fits into the various defibrillator cabinets. If it does fit, five more kits will be purchased.

Proposed:	Cllr Wiffen	Seconded:	Cllr Darvill
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 Clerk's report was noted and can be seen at Appendix Four.

13. Correspondence

A letter has been received from KCC regarding the build out of The Street. This letter will be distributed to all households in Great Chart.

14. Items for Information or Agenda for Next Meeting

- Cyber Essentials
- IT Policy

15. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on Monday, **12th January 2025** at **Chilmington Cabin** starting at **7.30 pm**.

The meeting ended at 21:20pm.

Signed as a true record by:

Cllr Wiffen _____

Date: _____

Appendix One

Great Chart and Singleton PC 8th December 2025

Firstly, my apologies once more for being unable to attend your monthly meeting. This Monday in December I have a regular commitment both afternoon and evening in London which I am unable to change. Apart from items regarding Borough Council meetings, likely to be covered separately by my fellow Borough Councillors, I do have a few items to share with you.

Horse in field - I have been in contact with the Estate Manager at Ashford Borough Council regarding the issue of the horse in the field adjacent to John Wesley Primary School. The site was visited by one of his officers last week, at which point the horse had already been removed. I have been assured by him that if things change they will make a hasty inspection.

Barrow and Spade Brigade at Hillcrest allotments - I was contacted by Hillcrest allotments seeking support to apply for a Community Grant for the installation of a compost toilet on their site. Following a review of the details, I am happy to support this application.

Ashford Allotment Society (AAS) - AAS covers sites across Ashford not falling under the remit of Parish Councils, but I felt it worth reporting on some issues raised in a further meeting with Councillors and ABC Officers last week:

- The further increase of allotment fees being proposed in line with inflation, to which I objected in view of the 70% increase imposed last year,

- Relevant more widely across the Council as a whole is that such high increases in any single budget item being proposed in next years Council Budget should be highlighted and scrutinised as a matter of course by Council members. This is being raised with the upcoming Budget Control meeting.

- S106 funding available for supporting improvements at allotment sites has been identified and an application is to be submitted for the Trading Store, which is being used by residents across Ashford. Other sources of funding are being investigated for improvements, including Councillors' Ward Grants.

In addition to the above, I have represented Ashford Borough Council as a Trustee on recent meetings of The Ashford Almshouses Charity and the Ashford Parish Charity and a Board Member of the Internal Drainage Board.

Clive Hallett
Borough Councillor for Washford Ward

Planning Comments

November

[PA/2025/1973](#)

14, Chilmington Oaks, Chilmington Green Lane, Chilmington Green, TN23 8AL
Proposed detached carport (Retrospective)

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

[PA/2025/1713](#)

25 Haymakers Lane, Singleton, TN23 4GL

Single storey rear extension following demolition of existing conservatory

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

[PA/2025/2015](#)

Land at Chilmington Green, Ashford Road, Great Chart

Application for a Deed of Suspension of Enforcement of Planning Obligations to facilitate the occupation of Extra Affordable Housing at Chilmington Green (Parcels B, C & J (part))

The committee resolved to support the application as it will enable residents on council waiting lists to occupy the empty houses. However, the parish council has serious concerns regarding the trigger points being delayed whilst there is still an outstanding s106 appeal. It may set a national precedent if it becomes a permanent situation. It would also increase traffic within the area without the appropriate infrastructure being in place.

The six-monthly reports produced should also be copied to Great Chart with Singleton Parish Council for information.

[Waste Water Treatment Works Second Consultation](#)

The committee resolved to object to the application for the following reasons:

The Parish Council's original comments generally still stand, the problem will just be moved further downstream and the only benefit will be to the section of river that will be bypassed.

The new proposed discharge point is still not a full river, only a small tributary. There are already issues with nitrates being present in the Beult and this will make the situation worse. There are SSSI's present along the river, and it is also a very rare clay stream that should be protected.

The stream runs alongside private gardens and untreated sewage may end up in those gardens after heavy rainfall.

The committee also question the integrity of the 'temporary' application given the time and money invested in the proposed solution. If the works are to become permanent, what will be the capacity for further development? If it is not to be permanent, what are the decommissioning plans?

Planning Decisions

November

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

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw000002U0W6IAK>

PC: Support ABC: Approve

DRAFT

Appendix Three

COMMUNITY ENGAGEMENT OFFICER REPORT – DECEMBER 2025

I've served as the Community Engagement Officer for Great Chart with Singleton Parish Council for just over a month now. In my new position, I've already met numerous residents, workers, and volunteers throughout the community. My visits have included stops at Meridian Court, Windsor Court, and Askes Court, where I have arranged for Kent Police to speak with residents about scams. Additionally, I've spent time at the Singleton Environment Centre, meeting with groups such as the Repair Café, the Sewing Circle, and the Senior Club.

I have also been a regular attendee at both the Singleton Friendship group and the Singleton Barn coffee morning, events organised by Singleton Community Church. They approached me with a request to install a Christmas tree at Singleton Shopping Centre, as they hold carols there in mid-December. A week later, I was pleased to inform them that the Parish Council had agreed to install two trees in the centre, as well as two more - one at the bottom of Singleton Hill and another in Great Chart - which was very well received. It's wonderful to see the community preparing for Christmas.

Since the beginning of November, we have launched the Kindness Tree which has had an amazing response. Through this initiative we hope to be able to give out over 50 gifts to people who deserve a little Christmas sparkle this year. We have also had two elves visit who are causing mischief around the parish, with all their antics being uploaded on our social media pages. We are involving local businesses, groups and clubs whilst promoting all that this area has to offer. We hope that parents will share the elves adventure with their children.

I have also been exploring options for providing affordable food solutions to residents. This month, Ani and I are scheduled to meet with representatives from the Mildred's Trust, a charity dedicated to addressing food insecurity and promoting sustainability. The Trust operates pop-up shops where food is sold at approximately one-quarter of typical supermarket prices. Should this initiative prove feasible for us, we may be able to coordinate the operation of our own pop-up café concurrently.

Ani and I have a meeting with Da Base, a music and education centre supporting youth and the community. We hope to collaborate with them and young people from Great Chart with Singleton to create a music track and video promoting the area. This could be a very exciting project so watch this space....

I'm also meeting with local head teachers to explore more collaboration opportunities and student involvement.

Many members of our community groups and clubs have expressed concerns about loneliness and isolation. I am committed to helping address these issues and recognise that there are still too many people who feel disconnected. Tackling loneliness will remain a priority in my work going forward.

I am currently working on other ideas but welcome suggestions. I've met some Parish Councillors already and appreciate their time. Please contact me if you'd like to discuss anything.

Appendix Four

Clerk's Report – December



Thank you – 10 years on

This month's report carries a special significance for me, as it marks a decade since I first stepped into the role of Clerk and Responsible Financial Officer. I find myself feeling quite moved reflecting on this milestone. When I began, I could never have imagined just how much this position would come to shape not only my career but also my life as a whole. Over the past ten years, I have watched the council grow and evolve, a journey that stands as a testament not just to my own dedication, but to the shared ambition and commitment of all its members. It is truly heartening to know that, together, we have made such a positive and lasting impact on our community. My heartfelt thanks go to every council member for your unwavering support, and for the time, energy and enthusiasm you have devoted to making our parish the vibrant place it is today. Thank you.

Events:

Kindness Tree: November has seen the launch of the Kindness Tree, thanks to Catherine a number of residents were identified to receive a gift during this festive season. The uptake from residents was incredible and the feedback was very positive.

Christmas trees: Thanks to Catherine, there are now four Christmas trees dotted around in the parish, two at the centre and one at each village sign. This has brought a little Christmas sparkle to the parish, and the feedback has been positive.

Kent SLCC Christmas social: The branch has organised a Christmas social that has been held at Singleton Environment Centre. The attendees had a chance to make a gong and had some hot chocolate and marshmallows by the campfire.

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:

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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