



**Meeting of the Parish Council  
held on Monday, 9<sup>th</sup> February 2026  
at Great Chart Village Hall at 7.30pm  
MINUTES**

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

**1. Welcome**

The Chair welcomed attendees, reminded everyone of the rights to record the meeting under the 2014 Regulations, and asked councillors to raise their hands before speaking to ensure the meeting runs smoothly.

**2. Apologies for Absence**

Cllr Darvill (Illness)

Cllr Hallett (ABC), Cllr Blanford (ABC), Cllr Eustace (KCC), Cllr Wibberley (KCC)

The council resolved to accept the reasons for absence.

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

**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**

Cllr Y Barker – Item 6.5

Cllr P Barker – Item 6.5

**3.3. Other Interests**

Cllr McClintock – Items 6.2, 6.5, 6.8

Cllr Mercer – Items 6.1, 6.3

Cllr P Barker – 6.1, 6.3, 6.5, 6.7

Cllr Wiffen – 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8

Cllr Sullivan – 6.1, 6.4, 6.7, 6.8

Cllr Tate – 6.1, 6.5

Cllr Gathern – 6.3, 6.8

Cllr Y Barker – 6.1, 6.4, 6.6, 6.7, 6.8

#### 4. Minutes of the Previous Meeting

The council resolved to approve the minutes of the 12<sup>th</sup> January 2026 as a true record.

<b>Proposed:</b>	Cllr Tate	<b>Seconded:</b>	Cllr Sullivan
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

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

PC Dan Edge introduced himself and raised the current issues of the day such as ASB, catapults and rural vehicle theft. He is focusing on Singleton Lake patrols and asked residents to continue to report issues to help gather data to support the PSPO in the area.

PC Edge was aware that during the litter pick that took place this morning, overnight fishing was identified. The people involved were spoken to about the restrictions in the area.

Cllr Barrett asked for confirmation that all PC's are fully conversant with the PSPO and are aware that they can issue tickets to offenders.

PC Edge asked the parish to identify any problem areas including requests for Speedwatch.

PC Edge then presented his former colleague, Catherine Stevens, with an award for Kent Police Network of Women Female Role Model Commendation 2026.

A member of public is working with KCC on archaeological investigations within Colemans Kitchen Wood. The woods are falling into a very poor state and information panels will be placed throughout the woodlands to help educate users.

There are a number of planning applications for green spaces either side of roads that do not yet exist. Several footpaths will come out on to Chilmington Green Road, so this may strengthen the argument for reducing speed limits.

Peter New (NHW) has been working with PC Edge and they have regular dialogue regarding emerging trends. PN's personal action plan is now with the Kent PCC and KCC for information. He thanked the Parish Council for their financial support in producing his new noticeboards.

PN is concerned that the 10-week closure of the Ashford refuse site will see an increase in fly tipping.

Cllr Gathern asked why KCC had not officially notified the borough or parish council of the 10-week closure of the tip.

#### 5. Safeguarding

None

#### 6. Reports from Committees/Groups

To receive reports from committees

##### 6.1. Planning Committee

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

Meetings have been held and the minutes are online.

The planning comments and decisions were shown to the room and can be read at Appendix One.

The ramps on the new school access road have been partly covered in tarmac and look unsightly

Land on the secondary school side of the new road is deeply flooded.

The s106 appeal was dismissed by the Planning Inspectorate, ten commitments were removed by the applicant and four were upheld but were inconsequential. The remaining commitments were dismissed. The Parish Council understands that this does not necessarily fix the situation, the developer still needs to carry out the required commitments.

**6.1.2. To receive confirmation of Diversion of Public Footpath AW221**

The Diversion notice was acknowledged by the Parish Council.

**6.1.3. To review and approve amendments to Terms of Reference**

The proposed amendments were shown to the room. The council resolved to accept the changes to the Planning Committee Terms of Reference.

<b>Proposed:</b>	Cllr McClintock	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

**6.2. Singleton Spaces**

The charity submission for 2024/25 has been finalised. The charity had a turnover of £438K and a spend of £440K.

**6.3. Environment Committee**

A meeting was held and the minutes are online.

Cllr S Gathern gave a presentation on decline of species at the meeting.

**6.4. Stronger Communities**

No meeting held.

**6.5. Finance Committee**

To be covered under later agenda items.

**6.6. Devolution Working Group**

No meeting held. Information has been published around the next stage of the Local Government Reorganisation. The local council consultation is now live, and everyone is encouraged to respond.

**6.7. Parish Building**

**6.7.1. Feasibility Study**

To consider and agree fundraising feasibility study for the parish building

This was deferred to the next meeting whilst legal ownership of the land is clearly defined.

**6.8. Staffing Committee**

**6.8.1. To receive an update regarding the initial round of interviews for the apprenticeship position.**

Of the six candidates invited for interview, one has been deemed suitable and will take part in a final interview that will explore working relationships.

**6.9. Community Engagement Officer**

The CEO written report was shown to the room and can be read at Appendix Two.

**7. Grant Applications**

None.

**8. Review of Policies**

To approve policies and procedures

**8.1. Compassionate Leave Policy**

The council resolved to accept the Compassionate Leave Policy

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

## 8.2. Carers Policy

It was requested that it be made clear that the 'up to 5 paid days leave per year' can be taken in half day increments. With this change made, the council resolved to accept the Carers Policy.

<b>Proposed:</b>	Cllr Sullivan	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 9. PSPO Singleton Lake

The Chairman encouraged everyone to make their own comments on the consultation. A discussion was held about the behaviour that has been reduced around the lake, and behaviour that continues to happen around the Lake. The Clerk will write to ABC to request an increase in litter picks.

The council resolved to comment that Great Chart with Singleton Parish Council supports the renewal of the PSPO for Singleton Lake and continues to work collaboratively with partners to ensure effective enforcement.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr McClintock
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 10. Finance

### 10.1. Items for Payment

A question was raised as to whether the Great Chart Playing Fields Association should pay for the hedge cutting, but the council resolved to agree all the items for payment in February.

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

Method	Items for Approval for Payment	Description	VAT	Total payable
Bacs	Kent Pension	Pension Contribution		£3,257.28
Bacs	HMRC	Employer		£4,271.06
Bacs	Salaries	Feb Salaries		£10,060.09
Bacs	Singleton Village Hall	Hall Hire - April		£48.00
Bacs	Singleton Village Hall	Hall Hire - Living the Digital Age		£192.00
Bacs	Singleton Village Hall	Hall Hire - February Living the Digital Age		£48.00
Bacs	Singleton Village Hall	Hall Hire - Downstairs extension		£48.00
Bacs	Forvis Mazars	Limited assurance review	£210.00	£1,260.00
Bacs	Procurement Services	Photocopier rental	£21.25	£127.51
Bacs	daBase	Half term workshop		£1,213.76
Bacs	Ashford Borough Council	Grounds Maintenance	£750.00	£4,500.00
Bacs	Ashford Borough Council	Hedge cutting	£91.00	£455.00
Bacs	Singleton	Education activities		£1,500.00
Bacs	ADM	Standard Support contract	£58.23	£349.37
Bacs	Reimburse Clerk	Travel and Toll to Conference		£194.40
Bacs	Uprising	Churchyard Maintenance		£360.00
Bacs	MaintainX	Annual Subscription		\$1999.20
Bacs	University Of Birmingham	Module		£1,165.00
Bacs	ADM	Laptop, docking station and portable screen	£657.70	£3,946.18
Bacs	Reimburse Travel	Travel to Icon Event x2		£79.70

Bacs	PlayCubed	Surface under outdoor gym in Great Chart	£2,435.80	£14,614.80
Bacs	CMO	Venue Hire		£35.00
DD	RAC	Van Roadside Assistance		£21.33
Comments:			<b>TOTAL</b>	<b>£33,131.68</b>

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION
01/01/26	BACS	£384.00	Refund - Signs of Chesire
01/01/26	BACS	£4,296.85	Redwood Bank Interest
01/01/26	BACS	£5.84	Metro Bank Interest

The council acknowledged the bank reconciliation, earmarked reserves and credit card payments for January

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

Credit card payment items for Information	Description	VAT	Total Paid
<b>Account Numbers: 19079376 &amp; 55882568</b>			
CEF Ashford	PAT testing machine part	£2.72	£16.32
CEF Ashford	Modular Light- Pavilion	£15.30	£91.80
CEF Ashford	Electrical connector	£14.98	£89.91
Morrisons	Refreshment		£0.95
Screwfix	Silver and black spray	£5.33	£31.96
Thanet Tool supplies	Hi vis jacket	£4.15	£24.90
Toolstation	Rabbiting spade	£7.33	£43.98
Sainsbury's	Diesel	£17.33	£104.00
Canva	Annual subscription		£107.88
B&Q	Multiuse cloth wipes	£2.14	£12.82
<b>Total:</b>		<b>£69.28</b>	<b>£524.52</b>

#### Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 31 December 2025

##### Confirmed Bank & Investment Balances

###### Bank Statement Balances

31/12/2025	Metro Bank Current Account	5,406.53
31/12/2025	Metro Bank Instant Access	9,457.19
31/12/2025	Metro Bank Credit Card 6934	-194.64
31/12/2025	Metro Bank Credit Card 8589	-156.80
30/11/2025	NatWest Current	100.00
31/12/2025	NatWest Reserve Account	97,791.10
31/12/2025	Nationwide Business 1 Yr Fixed	197,393.67
31/12/2025	Dudley	117,252.33
31/12/2025	Barclays	9,252.53
31/12/2025		100,000.00
31/12/2025		225,512.17
		<b>761,814.08</b>

###### Receipts not on Bank Statement

**0.00**

###### Closing Balance

###### All Cash & Bank Accounts

1	Metro Bank Current Account	5,406.53
2	Metro Bank Instant Access	9,457.19
3	Metro Bank Credit Card	-351.44
4	NatWest Current Account	100.00
5	NatWest Reserve Account	97,791.10
6	Nationwide Business 95 Day	197,393.67
7	Dudley Building Society	117,252.33
8	Barclays	9,252.53
9	RedWood Bank	100,000.00
10	Barclays Saver Account	225,512.17
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>761,814.08</b>

## 10.2. Annual Governance and Accountability Return 2024/2025

The council acknowledged receipt of the conclusion of external audit.

It was noted that the conclusion notice was four months late and that this was disappointing for a national audit company.

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

## 10.3. VoIP Phone System

Discussions were held over the pros and cons of a voipfone system versus a separate mobile for the office. The council resolved to delegate the final decision to the office staff as the end users of the equipment.

<b>Proposed:</b>	Cllr Gathern	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 9	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 10.4. Internal auditor

The council resolved to appoint the same internal auditor as the previous year, via the Local Council Consultancy.

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

## 10.5. Sharp Printer

It was agreed to defer this item to the next meeting to look at a standalone printer.

# 11. Reports from Borough Councillors and other organisations

## 11.1. Cllr Bill Barrett – Singleton East Ward

Cllr Barrett reported that there has been flooding at Old Orchard.

Cllr Barrett has requested that the Singleton Centre car park markings are repainted and is working with Cllr S Gathern on moving this forward.

Cllr Barrett is due to meet with the SEC team regarding installation of a wind turbine.

## 11.2. Cllrs Jessamy Blanford – Weald Central Ward

Not present. No report given.

## 11.3. Cllr Sally Gathern- Singleton West Ward

Cllr S Gathern was thanked for reliably attending and reporting to the parish council meetings.

Cllr S Gathern was sad to miss the morning litter pick due to training she had to attend. She has had another productive meeting with the Community Engagement Officer to promote reading in the Year of Reading.

A recent prosecution was made for fly tipping in the Great Chart area.

Cllr S Gathern has reported illegal advertising along the A28 and other nearby areas. She is also disappointed that she was not notified of the tip closure.

Cllr S Gathern was against the recent battery storage planning application, for the reasons of noise, access for maintenance and visual impact. She will ask for the application to be called in if it is re-submitted.

Cllr S Gathern has reported the knee rail next to the Singleton Centre car park, to Cllr Barrett who has reported it to Aspire. This will be fixed shortly.

Cllr S Gathern reported the flooding on the footpath designated as the safe walking route to Chilmington Secondary School.

Cllr S Gathern would like Kent Police to do some Speedwatch on Singleton Hill due to the speeds she has observed during recent litter picks.

**11.4. Cllr Clive Hallett -Washford Ward**

Not present, but had nothing to report.

**12. Reports from County Councillors**

**12.1. Cllr Jeremy Eustace – Ashford Rural West**

Not present. No report given.

**12.2. Cllr Nick Wibberley – Ashford South**

Not present. Cllr Wibberley has been out in Singleton reporting potholes and will continue this each weekend for the foreseeable.

Cllr Wibberley will be going to Singleton Environment Centre on February 21<sup>st</sup> at 10am to discuss installation of a wind turbine.

**13. 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 read at Appendix Three.

**14. Correspondence**

None

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

- Parish Building feasibility study
- Purchase of new printer

**16. Date and Venue of Next Meeting**

The next scheduled Council Meeting will be held on Monday, **9<sup>th</sup> March 2026** at **Singleton Village Hall** starting at **7.30 pm**.

The meeting ended at 21:45.

Signed as a true record by:

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

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

# Planning Comments

January

## PA/2025/2208

### **Grass Verge on East Side of Roundabout between Imperial Way, Kirk View and, Singleton Hill, Singleton**

Proposed micro-energy storage facility with acoustic fencing.

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

- The report contained in the application does not contain information 'that can be relied on'.
- The noise level will be obvious to those in the area. Possibly including the nearby houses who sit above the level of the storage facility. There is a substation site in Saffron Waldon where the operating noise level has been significantly reduced so that should be possible for this site also.
- These facilities would be better suited to new build estates where they can be custom built into the design. As this is an established estate, it will negatively affect the street scene.
- The facility will mean a large amount of lithium in one place close to residential properties, with possibly no water supply or battery safety plan.
- Vegetation around the storage should be maintained to reduce fire risk, and to also screen it from vision. A maintenance plan is not mentioned in the application.
- How recessed and/or exposed will the facility be given the contours of the land?

## PA/2025/2340

### **24, Bull Bridge Way, Chilmington Green, TN23 8AH**

Single-storey rear extension

The committee had no planning related concerns and resolved to support the application.

## PA/2026/0038

### **62 Swaffer Way, Singleton, Ashford, TN23 5JE**

Lawful development certificate (Proposed) Loft conversion

The committee had no planning related concerns and resolved to support the application.

## OTH/2026/0060

### **Land at Chilmington Green, Ashford Road, Great Chart, Ashford**

Non-material amendment to planning permission 17/01170/AS for Layout, Access, Scale, Landscaping and Appearance of development at Chilmington Green for the 346 residential dwellings, which comprises of a mix of two bedroom apartments, two, three, four and five bedroom houses within Land Parcels B, C, J & K within Main AAP Phase 1 to allow changes to approved drawings, specifically in relation for land parcel J and the rear boundary's to Plots 28-56 and the requirements to amend the garden boundary configuration.

Pictures and plans were shown to the room and discussed. It is unclear why the area has been designed as it has, but it is vitally important that the ownership and maintenance of the specified area is clearly defined and agreed with a published maintenance plan before the application is approved and residents move in. It also needs to be very clear who will be responsible for maintenance of the retaining walls, and support struts given access to the area is limited. It was noted that brambles can grow very quickly and restrict access further, and that the area could become a magnet for fly tipping.

It is unclear from the plans if the remaining garden sizes are large enough for the size of the dwellings they belong to.

The committee resolved to object to the planning application and to call the application in.

#### **PA/2025/2216**

#### **9 The Bulrushes, Singleton, Ashford, TN23 5GA**

Conversion of the garage into a home office

There is precedent in the area for this type of development. The committee resolved to support the application.

#### **Ashford Design Code Consultation**

The committee resolved to submit the following sentence to each question on the consultation. Given Great Chart with Singleton Parish Council's experience of non-compliance with the Chilmington Development Design Code, and the lack of enforcement after various events, unless the design code is mandatory and enforceable, it is an irrelevant document. The parish council would be happy to discuss this further with the relevant parties.

#### **National Planning Policy Framework Consultation**

The committee resolved to submit the following sentence to each of the relevant questions within the consultation.

The NPPF has not been fit for purpose, any changes proposed within this consultation will not make it fit for purpose.

# Planning Decisions

## January

### **AP-90668**

44 Homestead, TN23 4PX

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

**PC: No Comment**

**ABC: Prior Approval Refused**

**Planning Inspectorate: Dismissed.**

### **PA/2025/1713**

25 Haymakers Lane, Singleton, TN23 4GL – Single storey rear extension following demolition of existing conservatory

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw000003PQNNIA4>

**PC: Support**

**ABC: Approve**

### **PA/2025/2208**

Grass Verge on East Side of Roundabout between Imperial Way, Kirk View and, Singleton Hill, Singleton

<https://abcportal.ashford.gov.uk/pr/s/planning-application/a0hTw000003vuwblAA/pa20252208>

**PC: Object**

**ABC: Withdrawn**

### **PA/2024/2122 (AP-90718 and AP-90647)**

Proposal to modify or discharge obligations contained in the section 106 agreement dated 27 February 2017 attached to planning permission ref: 12/00400/AS (as amended by a Supplement Agreement dated 29 March 2019 and a deed of variation dated 13 July 2022) relating to affordable housing; carbon off-setting; combined heat & power; the CMO; early community development; informal natural green space; Chilmington Hamlet facilities; children's and young people's play space; allotments; Discovery Park; cemeteries; Community Hub; Local Centre Hubs; District & Local Centre's; education; other KCC services; ecology; A28 improvement works; off-site pedestrian and cycle links; provision of bus services; off-site traffic calming; Regional Infrastructure Fund; public art; heritage interpretation; quality agreement; monitoring fees.

**PC: Object**

**ABC: Refuse**

**Planning Inspector: Dismiss**

## Appendix Two

### COMMUNITY ENGAGEMENT OFFICER REPORT

#### FEBRUARY 2026



After the busy Christmas season, I expected the New Year to begin at a slower pace - but I was completely mistaken! Here's a summary of my recent activities.

During January, I met with Sam Griffin from Radio Ashford, the Events Manager at Kingsnorth Parish Council, the Community Liaison Officer from Kent Fire and Rescue Service and Councillor Sally Gathern. I also attended the Mid Kent Mind coffee morning which I found to be very beneficial. For me, developing strong partnerships in Ashford is vital for sharing ideas and fostering collaboration.

Additionally, I arranged fraud awareness talks for residents at Windsor Court and Askes Court, where the Fraud Co-ordinator from Kent Police discussed current scams and prevention strategies. Another session has been arranged for residents at Meridian Court on 19th March.

During January I have also gained a Level 2 Food Safety and Hygiene certificate and learnt about the psychology of community engagement.

At the end of January, I attended the SLCC conference with Ani and Paula. This provided an opportunity to expand my understanding of parish and town councils and to network with other professionals. Several ideas presented during the conference warrant further exploration and may prove beneficial to our community.

Finally, Ani and I helped plant 120 metres (600 plants) of hedgerows through the CPRE Hedgerow Hero project. The rain and very muddy conditions didn't stop us! We are now looking to do something similar in our parish.

#### Going forward.....

At the beginning of January, there were no plans for a Valentine's Day event this February. That soon changed! We have now created a full themed week with activities such as a litter pick, a creative competition, safety-focused social media posts from partner agencies, a craft morning, promotion of the NHS Walk & Talk group and a message from Councillor Sally Gathern about loving nature.

We've promoted our Valentine's week through a video on social media, and we hope to make our online presence more engaging and enjoyable for residents.

This online engagement has even seen Ani, Paula, and me starring (rather awkwardly) in our own basketball video to promote the new Community Basketball project, which starts April 17th for young people aged 14 to 18. We're also branching out onto TikTok to better connect with the younger generation.

We are organising a Celebrating Mothers event on 7th March, which will include crafting activities, a live music performance by a local artist, and traditional cream tea. This event is open to everyone, whether attending individually or as part of a group.

In response to the number of fires reported in the borough recently, I am in the process of coordinating a Fire Safety event in partnership with Kent Fire and Rescue Service on 19th March. The objective is to promote Home Safety Visits offered by KFRS and provide valuable information regarding fire prevention and the implementation of effective safety measures.

We have now secured Da Base, a music and education centre serving local youth and the wider community, to host a music camp starting on 13th April for young people aged 11 to 18. We look forward to participants producing both a track and a video highlighting the positive aspects of our parish.

Lastly, I have been liaising with Ashford Borough Council, assisted by Bill Barrett, to highlight several concerns regarding Singleton Lake. I hope these matters will be resolved promptly but we do need the public to report issues to Ashford Borough Council and / or Kent Police. Singleton Lake is a wonderful resource enjoyed by many and therefore needs to be looked after.

As always, please do not hesitate to contact me if there is anything you would like to discuss.

Many thanks,

Catherine Stevens

## Appendix Three

# Clerk's Report – February



### Events:

**Clrs Workshop:** Thank you to those who attended the councillors' workshop. The session provided useful information about Parish Council meetings, decision-making procedures, and the use of social media. Please do attend any of the training sessions if you can, as they are helpful for keeping you up to date with legislation or simply refreshing your current knowledge.

**AI:** Thank you to those who attended the AI workshop. I hope you found the session useful and now feel more confident using AI in your everyday role as a councillor. If any councillor would like a follow-up session, please let me know.

**SLCC Practitioners Conference:** This year's Practitioners Conference was held at St George's Park, the National English Football Team training ground in Burton-upon-Trent. Nearly 200 professionals from the sector attended. One of the main themes was Local Government Reorganisation, with examples shared from Falmouth Town Council and Dunstable Town Council. Overall, the conference was good, although previous years have been better.

### Upcoming Events:

We have several events coming up over the next few months. These are advertised on our social media channels. Please share and like our posts to help us reach a wider audience.

- Valentine's Week: A whole week dedicated to Love Where you live, including a litter pick, promotion of walking and a craft event.
- Mother's Day Celebration and Craft Event (March)
- Basketball training and end of tournament day (April)
- DaBase Track and Video production

### 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:**

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 😊