Meeting of the Parish Council held on Monday, 12th October 2026 at Singleton Village Hall Starting at 7.30pm MINUTES

Councillors Present:	Cllrs P Barker, Y Barker, Darvill, Gathern, Herring, Mercer, McClintock, Owens, Sullivan, Tate and Wiffen
Number of Seats	11
Number of Cllrs Present	11
Number of Cllrs Absent	0
Also Present:	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk) Catherine Stevens (CEO), Stuart Lund (Operations Manager), Cllr S Gathern (ABC), Cllr Barrett (ABC), Cllr Eustace (KCC), PC's Potticary & Hopkins (for public participation only), and 3 members of public.

1. **Apologies for Absence**
   Cllrs Blanford (ABC), Nick Wibberley (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 7.1, 7.5, 7.6, 7.7
   Cllr Gathern – Items 7.2, 7.3, 7.7, 7.7
   Cllr Tate – Items 7.1, 7.4
   Cllr Sullivan – 7.1, 7.6, 7.7
   Cllr Wiffen – 7.2, 7.3, 7.4, 7.5, 7.6, 7.7
   Cllr P Barker – 7.1, 7.3, 7.4, 7.5, 7.6
   Cllr Mercer – 7.1, 7.3
   Cllr Herring – 7.2, 7.3

3. **Minutes of the Previous Meeting**
   The minutes of the meeting held on Monday 14th September 2026 were approved as a true record of the meeting.

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

Public Participation*:* There will be 15 minutes of the meeting to hear public questions and comments.
Beat Officers Potticary and Hopkins asked, as usual, for help and information on reporting of any issues. Catapulting remains an ongoing issue across Ashford, as do nuisance bikes. The usual suspects are known to the police and are dealt with where possible.

The repeated vandalism of the bus stop at the bottom of Singleton Hill was raised. It is regularly reported to ABC who fix it, but then it is vandalised again. This is likely to be linked to catapult incidents.

The issue of putting up flags unsafely was raised, mainly in relation to the vehicle being used by the individual responsible. It was noted that a couple of flags on the A28 are not national flags and may have covert racist messaging. The Parish Council were advised to report this to the police.

The number of small white flags in Discovery Park has increased. ABC will query this with the administrators.

The clearance of Hoads Wood is now completed. Work has been done to encourage new nature back. There will be some short-term monitoring of the entrance to prevent reoccurrence.

Peter New (NHW) was not present but his report noted that he has been in touch with the recent victim of the physical attack in Great Chart, and arrests have been made.

4. Safeguarding

None

5. Reports from Borough Councillors and other organisations

5.1. Cllr Bill Barrett – Singleton East Ward

Cllr Barrett has been contacted by a resident of Lakemead who has concerns that cars are parking in large numbers and close together, restricting access for emergency vehicles.
Cllr Barrett also noted that the new town centre parking charges, Houses of Multiple Occupancy and the creation of Ashford Town Council will be on the agenda for the next Ashford Borough Council meeting.

5.2. Cllrs Jessamy Blanford – Weald Central Ward

Not present. No report received.

5.3. Cllr Sally Gathern- Singleton West Ward

Cllr S Gathern gave an update from the Climate Change committee who have been applying for grants for air source heat pumps in the town centre. A catalogue of suppliers for green energy companies will be created in the same vein as CheckATrade to give residents more confidence when choosing a green energy company to carry out work for them.
Cllr S Gathern has attended two training sessions on the new rules relating to the planning application process. The main impact is the removal of a parish council's right to ask a Ward Councillor to call in an application to the ABC planning committee.
Cllr S Gathern also reported that 15 Dragonfly Close has been sold and that contracts have been exchanged.

5.4. Cllr Clive Hallett - Washford Ward

Not present. No present received.

6. Reports from County Councillors

6.1. Cllr Jeremy Eustace – Ashford Rural West

Cllr Eustace gave updates that KCC will launch a Judicial Review against the Local Government Review decisions, and that 2027/8 budget consultation work will begin in November
Cllr Wiffen read a recent letter from the Cabinet Member for Highways and Transport to the Parish Council about concerns regarding the pedestrian

crossing point on the A28 serving the Chilmington Green Development. Concerns were also raised regarding parents using the junction of the A28 and Ashford Road, Great Chart as a school drop-off location, causing congestion during morning peak hours. Cllr Wiffen raised concerns about using the local HIP process for A road improvements. Cllr Eustace was in agreement with this concern and would feed this back to KCC. He also noted that cars stopping dangerously is a police matter.
Cllr Gathern requested that the responsibility for flag removal is investigated by Cllr Eustace to see what crime has been committed, and the process that will be followed to rectify the problem.

6.2. Cllr Nick Wibberley – Ashford South

Not present. No report given.

7. Reports from Committees/Groups

To receive reports from committees

7.1. Planning Committee

A meeting was held and the minutes are available online.

7.1.1. To receive reports on planning decisions.

The Planning Comments and Decisions document was shown to the room and can be seen at Appendix One.

7.2. Singleton Spaces

Nothing to report.

7.3. Environment Committee

A meeting was held and the minutes are available on the website.

7.4. Finance Committee

A mini audit was held. No grants have been received.

7.5. Devolution Working Group

No meeting held. An announcement on LGR will be made later this week.

7.6. Parish Building

A meeting has been held with the architect team, and a public consultation event will be held on 5th November. This will be advertised via all communication channels.

7.7. Staffing Committee

No meeting held. It was noted that the steward's email address should be updated to reflect the new role.

8. Grant Applications

None

9. Review of Polices

To approve policies and procedures (if applicable)

9.1. Managing the Performance of Staff

The Parish Council resolved to approve the Managing Performance of Staff policy.

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

9.2. Managing the Performance of the Council

The Parish Council resolved to approve the Managing the Performance of the Council policy.

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

9.3. Duties of the Responsible Financial Officer

The Parish Council resolved to approve the Duties of the Responsible Financial Officer policy.

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

10. Tree Survey

Most of the work identified in the tree report should be able to be carried out by the in-house maintenance team. Anything outside their scope will be contracted out. The Parish Council resolved to approve the work identified within the Tree Survey.

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

11. Noticeboard

A discussion took place of the pros and cons of advertising for local charities and non-profit organisations, local groups who use local facilities, and local businesses. The Parish Council resolved to permit local charities and organisations based within the parish, or using local halls, to advertise on the right-hand side of the noticeboards. The Council reserves the right to remove any advertising that does not meet these criteria. This will be reviewed in 6 months.

Proposed:	Cllr Wiffen	**Seconded:**	Cllr Darvill
Vote In Favour: 10	**Vote Against**: 1	**Abstain**: 0	**MOTION CARRIED**

12. Finance

12.1. Items for Payment

The parish council resolved to approve items for payment in October, and acknowledged credit card payments in September, bank reconciliation and earmarked reserves. The list of items was checked and signed by Cllr P Barker.

Proposed:	Cllr McClintock	**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		£3,203.44
Bacs	HMRC	Employer		£4,903.18
Bacs	Salaries	October Salaries		£12,301.26
Bacs	Kompan	Replacement Shell Nest Seat	£360.96	£2,165.80
Bacs	Lister Wilder	Inv 782997	£6.16	£10.96
Bacs	Lister Wilder	Inv 782998	£9.22	£55.32
Bacs	ADM Computing	Monthly Support Inv 37750	£58.22	£349.33
Bacs	CMO	Hall Hire		£48.00
Bacs	SLCC	Clerk Annual Membership		£502.00
Bacs	Dreamdragons	Programme Advert		£10.00
Bacs	Great Chart Village Hall	Hall Hire		£37.50
Bacs	Invicta Arboriculture	Tree Inspection Fee		£1,000.00
Bacs	KALC	Planning Conference attendance x1	£14.00	£84.00
Bacs	Aubergine	Website set up costs	£179.80	£1,078.80
Bacs	Deputy Clerk	Travel expense- AI training		£18.70
Bacs	Forvis Mazars	External auditor	£210.00	£1,260.00
Bacs	ISL	Printer costs	£15.72	£94.30

DD	Information Commissioners Office	Annual fee		£52.00
DD	Voipfone	Telephone	£3.00	£18.00
DD	RAC Business	Van Recovery Cover		£21.33
:		**SUBTOTAL**	**£857.08**	
		TOTAL		**£27,213.92**

Credit card payment items for Information	Description	VAT	Total Paid
Account Numbers:19079376 & 55882568			
Amazon	Voucher- Resident Survey prize		£50.00
Voipfone	Renewal	£3.00	£18.00
RingGo	Parking for meeting		£3.00
Morrisons	Meeting refreshments		£6.55
Ashford Cinema	Meeting refreshments	£1.01	£6.10
Morrisons	Meeting refreshments		£6.40
Google	Life 360 application		£9.99
B&Q	Ultragrime cloth wipes	£6.88	£41.25
Fixings Warehouse	Bolts and washers	£1.28	£7.69
B&Q	Gravel and concrete	£9.99	£59.96
Wickes	Decking and soil	£5.40	£32.40
Ransley Turf	Turf		£14.85
Wickes	Top soil	£4.50	£27.00
Screwfix	Centek Black and Wellies		£41.79
Sainsburys	Diesel	£8.33	£50.00
Sainsburys	Diesel	£8.33	£50.00
Sainsburys	Diesel	£23.33	£140.00
Fixings Warehouse	Timco Sela Covers	£1.59	£7.95
Wickes	Film & Fabric Pegs	£1.66	£9.90
Fixings Warehouse	Bolts and washers	£3.47	£17.36
Wickes	Compost	£7.50	£45.00
MKM Building Supplies	Weedtex fabric	£5.20	£31.20
Google	What3Words application		£3.49
MKM Building Supplies	Cards – maintenance		£237.78
	Total:	**£91.47**	**£917.66**

Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2026	Metro Bank Current Account	14,291.22	
31/08/2026	Metro Bank Instant Access	4,054.08	
31/08/2026	Metro Bank Credit Card 6934	-173.98	
31/08/2026	Metro Bank Credit Card 8589	-180.32	
31/08/2026	NatWest Current	100.00	
31/08/2026	NatWest Reserve Account	95,263.03	
31/08/2026	Nationwide Business 1 Yr Fixed	204,329.52	
31/08/2026	Dudley	125,725.78	
31/08/2026	Barclays	11,165.42	
31/08/2026		100,000.00	
31/08/2026		135,239.17	
			689,813.92

Receipts not on Bank Statement

	0.00
Closing Balance	**689,813.92**

All Cash & Bank Accounts

1	Metro Bank Current Account	14,291.22
2	Metro Bank Instant Access	4,054.08
3	Metro Bank Credit Card	-354.30
4	NatWest Current Account	100.00
5	NatWest Reserve Account	95,263.03
6	Nationwide Business 95 Day	204,329.52
7	Dudley Building Society	125,725.78
8	Barclays	11,165.42
9	RedWood Bank	100,000.00
10	Barclays Saver Account	135,239.17
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**689,813.92**

12.2. Annual Governance and Accountability Return 2025/2026

The Parish Council acknowledged receipt of the external audit conclusion and noted the comments in the report.

12.3. Defibrillator

A Chilmington resident has requested that a publicly accessible defibrillator be added to the side of his residence. He will supply the electricity and replace pads annually, but requests that the Parish Council purchase the defibrillator.
A site visit will be arranged to see where the defib would be sited, and the Clerk to investigate any legal or insurance issues that may arise.

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

13. Apprenticeship Meeting

A meeting note was circulated to Councillors regarding the apprenticeship meeting with the Mayor, and the meeting was very successful.

14. Parish Steward
The report was read to the room and can be seen at Appendix Two.

15. Community Engagement Officer
The report was read to the room and can be seen at Appendix Three.

16. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda
The report was read to the room and can be seen at Appendix Four.

17. Correspondence
None

18. Items for Information or Agenda for Next Meeting
None

19. Date and Venue of Next Meeting
The next scheduled Council Meeting will be held on Monday, **9th November 2026** 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

Planning Comments

September

PA/2026/1448
St Johns Methodist Church, Singleton Road, Great Chart, TN23 3BA
Construction of patio to rear of existing building.

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

PA/2026/1483
Little Netters, Chilmington Green Lane, Chilmington Green, TN23 3DP
Proposed single-storey rear and side extension.

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

PA/2026/1580
19, Applegarth, Singleton Road, Great Chart, TN23 3BB
Proposed side extension following the demolition of exiting garage/store and covered walkway.

It was requested that the privacy glazed windows must stay in perpetuity.
The committee resolved to support the application but to make the point that there is a lack of parking information under the new NPPF process.

Planning Decisions

September

PA/2026/1180
44 Homestead, Singleton, TN23 4PX -
https://ashfordboroughcouncil.my.site.com/pr/a0hTw000004wUMnIAM
PC: No comments made
ABC: Approved

OTH/2026/1423
Land at Chilmington Green, Ashford Road, Great Chart, Ashford -
https://ashfordboroughcouncil.my.site.com/pr/a0hTw0000055LKHIA2
PC: Object
ABC: Approved

PA/2026/0985
The Wyvern School, Great Chart Bypass, Great Chart, TN23 4ER -
https://ashfordboroughcouncil.my.site.com/pr/a0hTw000004oS5FIAU
PC: Support
ABC: Approved

PA/2026/1368
27, Waddington, Singleton Road, Great Chart, TN23 3BB -
https://ashfordboroughcouncil.my.site.com/pr/a0hTw0000053UbNIAU
PC: Support
ABC: Approved

Appendix Two

Operations Manager Report – September 2026

September has seen a very busy period with some major works undertaken by myself and the team. There are many projects still in the pipeline including grass cutting now we have had some rain and there is something to cut. I have handed out an increased number of the 'How to Report' flyers that are displayed in the noticeboards to members of the public who have approached when we are out and about.

Regular Tasks - Playground and Gym Equipment inspections, Refilling of Dog Bag Dispensers, Litter Picking, reporting of any Fly Tipping throughout the Parish, whilst providing a positive profile engaging with members of the public. We also select sections of the Parish to walk on a regular basis to help identify areas that may require work or reporting of faults.

Maintenance Carried Out:

Great Chart Play Area – The bench by the Gym equipment has been completely re vamped. It had come loose from its base and was located in the middle of the football area. We have made a new concrete base, re painted the ends and fitted new wooden boards to the seat. This took a number of days to complete whilst waiting for concrete and pain to dry before installation.

We have cut back the overhanging tree branches that were impeding pedestrians as they walked past the hedge near the gym area.

We also cleared some low hanging dead tree branches away from the unofficial footpath leading to the playing fields.

The fence surrounding the play area has had additional post fix applied. The posts had become loose during the dry weather, and the ground had shrunk away. I am pleased to say they are now much firmer.

Various nuts had been removed from the entrance gates and wooden benches. These have been replaced and where possible nut covers have been fitted.

Underpass from Singleton to Great Chart – The footpath has been extensively worked on in September. We have undertaken to clear back all overhanging shrubbery particularly from the entrance to the underpass on the Great Chart side towards the Play area. We have ensured that the shrubs and trees have been cleared away for the existing street lighting as well. Hopefully this will allow more natural light to the path during the day and more light from the streetlamps to be visible to the footpath in the evening. In total this has involved a total in excess of 20 hours work.

The drain soakaway that is blocked on the Great Chart side of the underpass has also been reported to KCC.

Cuckoo Park – Some of the posts in front of Ani's hedge had been removed by vandals and left on the ground. We recovered them and re concreted them in at a slightly lower level than others to give the stepped effect but also to allow more post to sit in the ground.

Playing Fields – The benches continue to be work in progress and will be until all have been revamped.

The surface surrounding the metal gate on the footpath that leads to the Play Area has been improved. We removed some of the wooden edging which had become a trip hazard and made it an easier pass through for all.

Footpath from Bullrushes to Kirk View – The team spent a whole morning working our way along this footpath clearing back overgrown hedges to ensure the footpath was easier to use.

Heron Walk – Bea and myself dug over and removed dead and growing weeds from the proposed planting area. This took approximately 5 hours but was worth it. Since then the raised bed has had an influx of compost and covered in a weed suppressant in readiness for planting.

War Memorial – This is inspected weekly where weeding, watering and mowing when required take place. Both display boards have had a recent coat of black paint.

Noticeboard – The noticeboard on Singleton Hill had been vandalised with the Perspex being broken using a loose brick from the roundabout which KCC are yet to repair. New Perspex was purchased and it is back in working order.

Reports to Thid Parties – We have reported 3 cases to KCC and 3 to ABC.

ABC were all related to fly tipping and have been resolved.

KCC – 1 has been resolved – an overhanging tree in Bucksford Lane

2 remain outstanding and are being monitored – The blocked drain at the Underpass and overgrown bushes effecting the footpath access near 2 Lakeside. I have received initial feedback from both and will update when resolved.

Apprentice – Bea has just completed her first 6 months with the Parish. She has become a valued member of the team. The feedback from the college is always very complimentary and she continues to enhance her practical skills with us locally.

Training – Courses undertaken – Both myself and Bea have attended and passed a 3 day 2 exam, Pesticide spraying course, PA1/PA6.

This does not however mean that we are going to start spraying pesticides all over the Parish. What is does mean is that if the need requires a small area to be sprayed (even spot spraying) once we have exhausted all other options first, we have the training and knowledge to carry out the spraying in the correct manner.

Reporting – If anyone requires the team to carry out work around the Parish, please use Maintain X to inform us, include as much information as possible, location etc, and include photographs where possible.

Appendix Three

COMMUNITY ENGAGEMENT OFFICER REPORT

OCTOBER 2026

September focused on turning resident feedback into practical community initiatives. Key work included analysing the Residents' Needs Survey, progressing the Heron Walk Community Garden and Community Lunch Club, and strengthening partnerships that can support future activities.

Work Undertaken in September 2026

Residents' Needs Survey

A report was produced from 50 responses, highlighting priorities such as inclusive social opportunities and cost-of-living signposting. A copy of the report is available and includes the actions we are planning in response to the issues raised by residents. I met with Ashford Borough Council's Community and Health Engagement Officer to explore stronger support and signposting arrangements. This was a very productive discussion and identified opportunities to work together on future ideas.

Heron Walk Community Garden and Grow Together Club

On 21 September, I visited Godinton House & Gardens with Cllr Jane Owens and Operations Manager Stuart Lund to meet Head Gardener Lee Woodcock. Godinton House and Gardens has subsequently offered plants, horticultural advice and practical help with planting, for which we are extremely grateful.

The Grow Together Club launched on 25 September, with a number of residents attending – thank you to those that joined us. During the session, we weeded the garden, dug in compost and added membrane in preparation for planting. I hope to meet with Lee shortly with others to discuss next steps and planting plans. The project is also beginning to attract wider community involvement. 1st Singleton Cubs have offered to support the garden, and suitable opportunities for their involvement are being explored.

Wednesday Lunch Club

Further work took place with Grow 19 to progress the Community Lunch Club now called the Wednesday Lunch Club. The project is designed to provide a regular, welcoming community meal while also giving Grow 19 learners valuable practical experience in hospitality, customer service and teamwork. The Wednesday Lunch Club is now being promoted to residents, with its launch on Wednesday 4 November at 12 noon.

This project closely reflects issues identified through the Residents' Needs Survey and demonstrates how consultation with residents is beginning to translate into practical community provision.

Environment Action

A litter pick was organised at Buxford Meadow on 10 September following concerns about the area. Borough and Parish councillors were invited to participate, supporting a collaborative approach to environmental issues and resident concerns. Many thanks to all those that took part.

Dementia-Friendly Parish Work

I have completed the necessary forms to support the Council's aim of becoming a Dementia-Friendly Parish and am currently awaiting a response. An Alzheimer's Ambassador also

visited the parish to deliver a dementia awareness training session to a number of parish councillors. Everyone who attended is now a Dementia Friend. The session was very worthwhile, and I would be happy to arrange another course if there is sufficient demand. I will also be attending the Ashford Dementia Forum on 6 October, which will provide a further opportunity to build knowledge, strengthen local links and support our ongoing work to make the parish more inclusive, supportive and accessible for people living with dementia and their families.

Going forward…

Over the coming months, I will continue to build on the progress made during the summer and develop projects that bring residents together, support wellbeing and encourage inclusive participation across the parish. This will also include:

Podcast training session: Holding a podcast training session on 26th October in partnership with da BASE, giving residents the opportunity to learn about podcasting, develop practical skills and explore creative ways to share local stories and ideas.

Halloween craft afternoon: Holding a Halloween craft and biscuit decorating afternoon for children on 30th October, with children encouraged to dress up and enjoy a fun, seasonal community activity.

Remembrance poppy project: The Lamp Light of Peace event on 11 November will not be going ahead due to logistical issues. However, we would still like to mark Remembrance by making poppies to cover an arch, and I will be reaching out to different community groups to see if they are able to help with making the poppies.

Christmas planning: We are now planning for Christmas activities, with the hope of repeating last year's Kindness Tree initiative. We also hear that those naughty elves may be making a return, bringing some festive fun and light-hearted community engagement!

Brew & Do: Launching the Brew & Do initiative in January 2027 as a friendly and welcoming opportunity for residents to meet, enjoy refreshments, take part in activities and build social connections.

As always, residents and parish councillors are encouraged to get in touch with thoughts, ideas or questions – community input remains at the heart of everything we do.

Appendix Four

Clerk's Report – October

Welcome to the October meeting

General update

Website: We have been working to improve the existing website, so it is more accessible and user-friendly. We contacted Vision ICT to discuss our plans, but it took several months before we were able to meet with them. At that meeting, we outlined our ideas and were advised that moving the site to WordPress would cost approximately £2,500–£3,000. Unfortunately, we have not yet received a detailed quotation to present to Council. The website is likely to be included on the next agenda for discussion, and we hope to have more information by then. The delay is frustrating, as we had hoped the website would have been updated by now.

Social media: We have experienced technical issues with our Instagram account, which meant we needed to open a new one. We are now working to rebuild our follower base. Thank you to everyone who has already followed us.

Events:
The Garden Competition award ceremony went well, and all winners received their prizes. The event was held at Singleton Environment Centre, which was a fitting venue.

Two music workshops were completed during August. Both were very successful, with nearly 10 young people attending the second session. The resulting music videos are excellent and can be viewed on Da Base's YouTube channel.

We also have several events coming up, so please keep an eye on our social media channels.

Training:
Please check the Kent Association of Local Councils website regularly for training updates. If you identify a course that would support your role as a councillor, please book through Eventbrite. When booking, select payment by invoice and request that the invoice is sent to the Clerk. If you have any difficulty accessing the website, please email Laura Dyer at manager@kentalc.gov.uk, who will be able to assist.

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, Instagram or Tik Tok ensure you give us a like and follow us 😊