

MINUTES
BEAN PARISH COUNCIL
Monday 12th June 2023
at 7pm
at
Bean Village Hall

Present: Cllr. K Burgin (Chair), Cllr. K. Clarke, Cllr D Hammock, Cllr. A Munday,
 Cllr. J Turner, Cllr. S Weeks

Mrs J Becket (Clerk)

There were no members of the public present.

Members noted that following a resolution passed at the October 2010 Meeting, Item 7, and in accordance with Standing Orders 12a the Minutes of the previous meeting would be taken as read.

	Agenda Item
1	<u>Apologies for absence</u> There were no apologies for absence, all Members were present.
2	<u>Declarations of interest</u> 2.1 The signed Register of Interests for all Members has been approved by the Monitoring Officer and returned to the Clerk. There have been no updates to the Register. 2.2 There were no declarations of interest against an agenda item.
3	<u>Public Participation (Local Government Act, s 100)</u> The council meets and makes its decisions in public. A council meeting is not a public meeting. It is a meeting held in public and there is no requirement in law which allows members of the public to speak at such meetings. However, the council is keen to encourage public attendance at meetings and will therefore provide an opportunity to local registered electors to show it is committed to community engagement. A maximum of 3 minutes is allowed per person to speak and the total length of time afforded for public participation at each meeting shall be no more than 10 minutes, subject to an extension of this time, in exceptional circumstances, being agreed by the Chairman.
4	<u>Minutes</u> 4.1 Minutes of the Annual Parish Council Meeting held on Monday 15 th May 2023 that they be received as a true and complete record and that the resolutions contained therein be deemed to be the resolutions of the Council. RESOLVED: <i>That the Minutes of the Minutes of the Annual Parish Council held on 15th May 2023 be</i>

	<i>approved and adopted as a true record</i>
5	<p><u>Matters Arising</u></p> <p>5.1 Election of Vice-Chair Cllr. Hammock, seconded by Cllr. Weeks, proposed Cllr. Munday for the position of Vice Chair. There were no other nominations.</p> <p><i>RESOLVED</i> <i>That Cllr Munday be elected Vice Chair for the ensuing year.</i></p> <p>5.2 Code of Conduct training Cllrs Burgin, Clarke and Turner and the Clerk reported on the recent Code of Conduct training held at DBC. They considered that the level of training was very poor and of little benefit to attendees.</p>
6	<p><u>Announcements from the Chair</u> None</p>
7	<p><u>Community Rural Warden</u></p> <p>7.1 The following report from the Community Warden was noted Referrals: The Dartford and Gravesham team continue to respond to referrals from SECAM, Social services, Kent Police and Trading Standards of welfare/safeguarding concerns regarding vulnerable residents.</p> <ul style="list-style-type: none"> • Isolation and inclusion: KCW respond in provided information of local groups and activities, when applicable referred to external agencies for continued support. • Health and Wellbeing: KCW deliver advice and referrals to relevant partners for support i.e., GP, MDT, charities and food bank aid. • Vulnerable persons: KCW provide support and advice in reporting incidents of alleged crime/fraud to Trading standards and Kent police when applicable Social Service Safeguarding Unit. <p>Reassurance KCW provide a visible presence in Bean allowing time to engage with various members of the community. This allows the community to voice any concerns and where possible KCW can help resolve them. Raising awareness of scams and door stop crime is also of high importance.</p> <p>Bean Community Hub Bean Community Hub is now named ‘Bean Together’. The residents still enjoy attending the group regularly. It allows the residents to come together, meet new people and help in preventing isolation.</p> <p>Attending community group Life Saving Skills – Demonstrated to residents how to perform CPR by using plastic hearts that squeak when applying the correct pressure. Although quite a fun activity the residents were aware how important it is to learn. They were also happy to find out</p>

	<p>where the nearest defibrillator was located. Various issues raised during visible presence were also noted.</p>
8	<p><u>Correspondence</u> The following were noted.</p> <ul style="list-style-type: none"> - Notification of Cllr. Salway's retirement – Clerk to respond on behalf of Bean PC - The Rural Bulletin – 16, 23, 31 May, 6 June - Rural Services Network Monthly Bulletin – June - Offer from Ebbsfleet Development to attend PC Meeting to update on work within the development. Council may wish to consider further information regarding general infrastructure to support the increasing population (health care, roads etc). In addition, how do EDC propose to address the massive increase in water demand given the water board are already reducing pressure to cope with existing demand – Clerk to invite representatives from EDC to the July Parish Council meeting. - CPRE campaign for a rooftop solar revolution - CAS Community Solutions Newsletter - Bean Primary School Summer Fair – 24th June 2023. It was noted that the Chair has accepted an invitation to open the fair. - Bluewater Forum Summer social and will be held at The Arrow Riding School on Thursday 20 July will be attended by Cllrs. Munday and Weeks. - CPRE -Groundbreaking rooftop solar research - Social Prescribing Services for Dartford Area
9	<p><u>KALC/SLCC/NALC</u> 9.1 NALC Chief Executive's Bulletin 18, 25 May, 1, 8 June 2023 9.2 NALC 24, 31 May 2023 Newsletter 9.3 NALC and KALC events 9.4 KALC June newsletter 9.5 Dynamic Councillor training Saturday 22 July 2023 at 10am at Claire Tiltman Centre, Gantry Place, Cotton Lane, Stone DA9 9FA will be attended by Cllrs Burgin and Turner. Clerk to book.</p>
10	<p><u>Parish Forum</u> The request to DBC to include on the July agenda a discussion and/or a presentation on digital exclusion across the county, including a laptop scheme and digital skills support was submitted to DBC and initially refused by Democratic Services. Subsequently, the Chair wrote to the Leader of the DBC seeking clarification on the process by which items are suggested for inclusion on agendas and also requesting an explanation why this Council's request had been dismissed. The Leader has verbally apologised to the Chair confirming that the request was entirely correct and reasonable. Confirmation has now been received that the KCC Officer responsible for digital skills support in the Dartford area has been invited to give a presentation at the next Forum meeting on Tuesday 4th July. Members requested that the Chair seek clarity at the July meeting as to how proposed Agenda Items should be submitted and by what method are they approve for inclusion.</p>
11	<p><u>GDPR</u> No matters to consider at time of publication</p>
12	<p><u>Consultations</u> No matters to consider at time of publication</p>

13	<p><u>Kent Police</u> 13.1 The PCC's (Matthew Scott) letter to residents was noted.</p>
14	<p><u>Planning</u> The following were noted 14.1 Weekly planning lists from DBC including Planning Decisions taken under delegated powers 14.2 Weekly planning lists from EDC</p>
15	<p><u>Highways</u> 15.1 20mph speed limit in Bean New made order to reduce the current speed limit from 40mph to 20mph on Bean Lane in Bean Village was advertised on, and came into effect on, Friday 26 May 2023. 15.2 National Highways Lower Thames Crossing – why do you need a new crossing? Request to submit examples of how congestion at Dartford Crossing has affected local people and drivers 15.3 Joint Transportation Board To note that three candidates have applied for the two positions of JTB Parish Rep. A brief resume and reasons why they would like to be representatives has been received by the Clerk. It was agreed that the nominees' details be sent to Members for their consideration and that individual Members respond to the Clerk with their two preferred candidates.</p>
16	<p><u>Environmental Issues</u> No matters to consider at time of publication.</p>
17	<p><u>Footpaths</u> 17.1 DR22 and DR23 The responsibility for the footpath from School Lane to the High Street via The Mount (DR23) and the footpath from Stonewood to the High Street via Drudgeon Way (DR22) is that of Kent County Council. The Public Rights of Way Officer for Dartford was asked for confirmation on when these will be cut back. He responded and advised (23 May 2023) that the contractor is currently in Sevenoaks and will be there for another 2 weeks at the outside, so unfortunately our paths will not get cut for another fortnight at least (possibly w/c 5 June 2023) However, the PROW Officer has confirmed that he will ask the contractor to cut our footpaths first when he comes to the Dartford area. With regard to the 'side alleys' (included by the builders at the time of the house building in Beacon Drive) linking Beacon Drive to DR23 these are unadopted/no-man's land in so much they do not fall under the responsibility of DBC, the PROW Officer or Kent Highways. Bean PC has, in the past, when we had a Parish Handyman, cleared the alleyways and last year we were successful in negotiating with Kent Highways to clear them. Following negotiations on 26 May KCC Highways advised that they will clear the alleyways again for us and the work has been included on a '28-day job'. It should be noted that it cannot be expected that this arrangement will necessarily continue for future years.</p>

	<p>17.2 DR20 DBC have advised that in May they issued a community protection warning (CPW) which requires that the occupant(s) undertake a number of requirements to ensure that there is no further discharge of sewage onto the footpath.</p>								
18	<p><u>Beacon Woods</u> 18.1 Members agreed that the banking opposite the shop be cleared of brambles to facilitate mowing and that the foliage on the right-hand side of the steps be cut back to prevent encroachment on the steps and approved the quotation for the work to be undertaken which will be paid by Friends of Beacon Woods. 18.2 Members agreed the wording for new signage in Beacon Woods warning that trees may fail unpredictably in bad weather and that the pathways may contain uneven surfaces, advising visitors to refrain from entering the woods during windy or other adverse weather conditions. These will be placed at the 3 pedestrian entrances to the woods. 3 on the exit from the car-park. 4 at the entrance to the ancient woodland from the main track and 1 at the start of the 'ride' near Shellbank.</p>								
19	<p><u>Recreation Facilities</u> 19.1 Play Place The above provision has re-commenced on Tuesday afternoons at 3pm</p>								
20	<p><u>Bean Village Hall</u> 20.1 Minutes of the Village Hall Committee Meeting held on Monday 5th June were received.</p>								
21	<p><u>Allotment Association</u> No matters to consider at date of publication</p>								
22	<p><u>Residents' Association</u> 22.1 The draft Minutes of the April meeting were noted. There was no meeting in May due to Bank Holiday. 22.2 The agenda for the June meeting was noted</p>								
23	<p><u>Finance</u> 23.1 Bank and Scribe reports up to 31 May 2023 The following were received and noted</p> <ul style="list-style-type: none"> - Co-op Bank transactions on all accounts 1 – 31 May 2023 - Bank reconciliation on all accounts - Monthly breakdown of receipts and payments - Net position by cost centre and code - Receipts and payments forecast - Summary of receipts and payments all cost centres and codes - Cost centre year comparisons <p>23.2 Balance as at 31 May 2023 on all accounts <u>Bean Parish Council</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Reserve Account</td> <td style="text-align: right;">15,058.96</td> </tr> <tr> <td>Current Account (No. 1 account)</td> <td style="text-align: right;">7,269.93</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">62.66</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">22,391.55</td> </tr> </table>	Reserve Account	15,058.96	Current Account (No. 1 account)	7,269.93	Petty Cash	62.66	TOTAL	22,391.55
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Bean Village Hall

Current Account (No. 2 account)	21,809.95
Petty Cash	34.62
TOTAL	21,844.57

23.3 Internal Auditor's Report - May 2023

Was received and noted.

23.4 2022-2023 Accounts**23.4.1 Financial Year 2022-2023**

The following documents, produced by SCRIBE, have been circulated.

Balance sheet

Annual Return

Reconciliation between Box 7 and Box 8

Fixed assets report

Income and Expenditure Account

Summary of Income & Expenditure All Cost Centre and Codes

23.4.2 Financial Year 2022-2023 – Annual Governance and Accountability Return 2022/23 Part 3**23.4.2.1 Annual Internal Audit Report 2022-23**

It was noted that this had been completed by our Internal Auditor and dated 5th June 2023.

**23.4.2.2 Section 1 – Annual Governance Statement 2022/23
Was completed, approved and signed****23.4.2.3 Section 2 – Accounting Statement 2022/23**

Reconciliation between Box 7 and Box 8 and Explanation of Variances was noted and approved and the **Accounting Statement 2022/23 was approved and signed.**

23.3.2.4 Notice for Public Inspection

An error was made when publishing the date for Public Inspection of the 2021-2022 accounts. The date of publication was the same date as the Annual Return was approved. The elector's rights must start exactly one day after the annual return has been published on the website.

RESOLVED:

That the approved unaudited Annual Return be posted on the Council's website and the Parish Council notice board on Tuesday 13th June 2023 together with the notice for Public Inspection stating that the notice period for Public Inspection will be from Wednesday 14th June to Tuesday 25th July 2023.

24**Items of interest**

24.1 Chair's Items – no items

24.2 Borough Councillor's Items – no items

<p>24.3 Members' Items – no items 24.4 Clerk's Items 24.4.1 Council landline Clerk's request to cancel the landline contract was APPROVED.</p>

There being no further business the Chair closed the meeting at 9pm

Chair..... Date