

**MINUTES**  
**BEAN PARISH COUNCIL**  
**Monday 13<sup>th</sup> November 2023**  
**at 7pm**  
**at**  
**Bean Village Hall**

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.

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

**There were no members of the public present.**

|          | <b>Agenda Item</b>   |
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| <b>1</b> | <b><u>Apologies for absence</u></b><br>There were no apologies. All members were present.  |
| <b>2</b> | <b><u>Declarations of interest</u></b><br>2.1 There were no updates to the Register of Interests<br>2.2 There were no declarations of interest against an agenda item.   |
| <b>3</b> | <b><u>Public Participation (Local Government Act, s 100)</u></b><br>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.<br><br>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.<br><br>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. |
| <b>4</b> | <b><u>Minutes</u></b><br>4.1 To APPROVE the Minutes of the Parish Council Meeting held on Monday 9 <sup>th</sup> October 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.<br><br><b>RESOLVED:</b><br><i>That the Minutes of the Minutes of the Parish Council held on 9<sup>th</sup> October 2023 be approved and adopted as a true record</i>  |
| <b>5</b> | <b><u>Matters Arising</u></b>  |

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|    | <p><b>5.1 Remembrance Day</b><br/>Was very well attended with over 60 attendees including representatives from the school.<br/>It was suggested that attendees at Bean Together be asked if anyone was interested in knitting or crocheting poppies to decorate around the memorial in 2024.</p> <p><b>5.2 Poppies</b><br/>The clerk advised that she had received many favorable comments from local residents regarding the poppies on the lamp posts.</p> <p><b>RESOLVED:</b><br/><i>To purchase an additional 40 lamp post poppies in preparation for 2024 Remembrance Day.</i></p> |
| 6  | <p><b><u>Announcements from the Chair</u></b><br/>None</p>  |
| 7  | <p><b><u>Community Rural Warden</u></b><br/><b>7.1</b> The report from the Community Warden was noted.</p>  |
| 8  | <p><b><u>Correspondence</u></b><br/>The following were noted</p> <ul style="list-style-type: none"> <li>- The Rural Bulletin 3, 17, 31 October, 7 November</li> <li>- Rural Matters Autumn 2023</li> <li>- RSN Rural Funding Digest November</li> <li>- Bluewater Forum – Thursday 23<sup>rd</sup> November at 6pm – subject: Animals in the Community</li> <li>- Financial Hardship Campaign: Parish Councils</li> <li>- CPRE Kent events</li> <li>- Groundwork – Launching the ‘Force of Nature’ campaign</li> </ul>  |
| 9  | <p><b><u>KALC/SLCC/NALC</u></b><br/>The following were noted.</p> <p><b>9.1</b> NALC Chief Executive’s Bulletin 9 November<br/><b>9.2</b> NALC Newsletter 25 October, 8 November<br/><b>9.3</b> NALC and KALC events including AGM documents<br/><b>9.4</b> KALC Newsletter November<br/><b>9.5</b> KALC Chief Executives Bulletin 6 November 2023</p>  |
| 10 | <p><b><u>Parish Forum</u></b><br/>The next meeting will take place on 16 January 2024</p>   |
| 11 | <p><b><u>GDPR</u></b><br/>Members received a report from the Clerk.</p> <p><b>RESOLVED:</b><br/><i>That there had not been a breach of GDPR and therefore no action was needed.</i></p>   |
| 12 | <p><b><u>Consultations</u></b><br/><b>12.1</b> Kent Fire &amp; Rescue Survey <a href="https://www.kent.fire-uk.org/saferfuture">https://www.kent.fire-uk.org/saferfuture</a></p>  |

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| 13 | <p><b><u>Kent Police</u></b><br/>It was noted that PC Kieran Yates has been appointed as the Beat officer for Bean. The Clerk was instructed to contact Sgt Grasty to invite PC Yates to a Parish Council Meeting</p>   |
| 14 | <p><b><u>Planning</u></b><br/>The following were noted</p> <p><b>14.1</b> Weekly planning lists from DBC including Planning Decisions taken under delegated powers</p> <p><b>14.2</b> Weekly planning lists from EDC</p> <p><b>It was NOTED that the following applications have been GRANTED</b></p> <p><b>14.3 DA/23/01045/FUL</b><br/>8 Foxwood Road Bean Kent DA2 8BH<br/>Erection of first floor side extension, front porch and widening of vehicle crossover to Foxwood Road.</p> <p><b>14.4 DA/23/00697/FUL</b><br/>2 Foxwood Road Bean Kent DA2 8BH<br/>Erection of a two-storey side extension, single storey side/front extension and single storey front extension and modification to entrance and ground floor front of property.</p> |
| 15 | <p><b><u>Highways</u></b><br/><b>15.1 JTB Meeting – 5 December</b><br/>Members expressed their hope that the planned closures of Bean Interchange in January 2024 would not be extended past the published dates.</p>   |
| 16 | <p><b><u>Environmental Issues</u></b><br/>No matters to consider at time of publication.</p>  |
| 17 | <p><b><u>Footpaths</u></b><br/>Finger post found lying adjacent to DR22 to be reported to the PROW.</p>   |
| 18 | <p><b><u>Beacon Woods</u></b></p> <p><b>18.1</b> Lease with Tarmac – still awaiting response from Tarmac Legal Department.</p> <p><b>18.2</b> Noticeboard for Beacon Woods – Clerk to source a suitable board with a roof.</p> <p><b>18.3</b> The Clerk met with representatives from NWKCP to explore the possibility that Beacon Woods might be a suitable site for the Natural England Great Crested Newt Pond Creation scheme. The lake and seasonal ponds were inspected and a report will be submitted by NWKCP to Natural England for consideration of approval for the scheme.</p>  |
| 19 | <p><b><u>Recreation Facilities</u></b><br/>No matters to consider at time of publication</p>  |
| 20 | <p><b><u>Bean Village Hall</u></b></p> <p><b>20.1 Bean Together</b><br/>At the September 2023 meeting of the council the following was resolved<br/><b>RESOLVED:</b><br/><i>That, hall hire charges for Bean Together’s use of Bean Village Hall on the 1<sup>st</sup> and 3<sup>rd</sup> Monday afternoons of each month be waived until end January 2024 with</i></p>   |

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|                                   | <p><i>a review taking place at the January 2024 Parish Council Meeting</i></p> <p>Given the uncertainty of the future of the Community Warden Service who currently organise and run this group and to encourage local residents to carry on the group, the Community Warden has asked if the Council would consider supporting the group on a long-term basis, not only by permanently waiving the hall charges but also contributing to the costs of refreshments and activities, such as board games, raffles, etc.</p> <p><b>RESOLVED:</b><br/> <i>That the Parish Council will, on an annual review basis, waive the hall hire charges for meetings of Bean Together and will seek external funding for mugs and board games, etc.</i><br/> <i>The Parish Council will also, when required, discuss with attendees and organisers of Bean Together, specific areas where the Council may be able to provide support and/or financial assistance to the group.</i></p> <p><b>20.2 Provision of Wi-Fi – ongoing</b><br/> The benefits of a 4G/5G hub v BT Broadband were discussed and the Clerk was instructed to ask Curry’s if it would be possible for a technician to visit the hall to establish the best location to place the router to ensure maximum wi-fi coverage and to confirm the download speed.</p> |                 |           |                                   |          |            |       |              |                  |
| 21                                | <p><b><u>Allotment Association</u></b><br/> The Allotment AGM will take place on Monday 27th November 2023 at 7pm in Bean Village Hall</p>  |                 |           |                                   |          |            |       |              |                  |
| 22                                | <p><b><u>Residents’ Association</u></b><br/> <b>22.1</b> The draft Minutes of the October meeting were noted.<br/> <b>22.2</b> The agenda for the November 2023 meeting and supporting documents were noted.</p>  |                 |           |                                   |          |            |       |              |                  |
| 23                                | <p><b><u>Finance</u></b><br/> <b>23.1 Bank and Scribe reports up to 31 October 2023</b><br/> The following reports were received and discussed</p> <ul style="list-style-type: none"> <li>- Co-op Bank transactions on all accounts 1- 31 October 2023</li> <li>- Bank reconciliation on all accounts</li> <li>- Monthly breakdown of receipts and payments</li> <li>- Net position by cost centre and code</li> <li>- Receipts and payments forecast</li> <li>- Summary of receipts and payments all cost centres and codes</li> <li>- Cost centre year comparisons</li> </ul> <p><b>23.2 Balance as at 31 October 2023 on all accounts</b><br/> <u>Bean Parish Council</u></p> <table border="1" data-bbox="331 1823 1206 1977"> <tr> <td>Reserve Account</td> <td style="text-align: right;">15,164.96</td> </tr> <tr> <td>Current Account (No. 1 account) *</td> <td style="text-align: right;">7,160.27</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">62.66</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>22,387.89</b></td> </tr> </table> <p>Balance in reserve account has increased by £106 interest</p>  | Reserve Account | 15,164.96 | Current Account (No. 1 account) * | 7,160.27 | Petty Cash | 62.66 | <b>TOTAL</b> | <b>22,387.89</b> |
| Reserve Account                   | 15,164.96   |                 |           |                                   |          |            |       |              |                  |
| Current Account (No. 1 account) * | 7,160.27  |                 |           |                                   |          |            |       |              |                  |
| Petty Cash                        | 62.66   |                 |           |                                   |          |            |       |              |                  |
| <b>TOTAL</b>                      | <b>22,387.89</b>  |                 |           |                                   |          |            |       |              |                  |

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|                                 | <p><u>Bean Village Hall</u></p> <table border="1" data-bbox="331 203 1206 320"> <tr> <td>Current Account (No. 2 account)</td> <td>11,787.25</td> </tr> <tr> <td>Petty Cash</td> <td>62.62</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>11,849.87</b></td> </tr> </table> <p><b>23.3 External Audit</b><br/>Was approved on 10<sup>th</sup> October 2023 and published on the same day on the website and the Notice of Conclusion of Audit was also posted on the notice board.</p> <p><b>23.4 Clerk's Salary</b><br/>The National Association of Local Councils (NALC) has been notified by the Local Government Association (LGA) that it has come to an agreement on the 2022/23 pay offer with the unions representing local government employees. The unions met on 1 November 2022 and agreed to accept the offer. The terms of that agreement includes the following:</p> <ul style="list-style-type: none"> <li>• With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above.</li> <li>• With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement.</li> </ul> <p>Members were in receipt of the NALC updated pay scales and noted that the agreed increase to the Clerk's spinal point hourly wage will be backdated to 1 April 2023 and paid in the November payroll.</p> | Current Account (No. 2 account) | 11,787.25 | Petty Cash | 62.62 | <b>TOTAL</b> | <b>11,849.87</b> |
| Current Account (No. 2 account) | 11,787.25  |                                 |           |            |       |              |                  |
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| <b>TOTAL</b>                    | <b>11,849.87</b>   |                                 |           |            |       |              |                  |
| 24                              | <p><b><u>Items of interest</u></b></p> <p><b>24.1</b> Chair's Items - none<br/> <b>24.2</b> Borough Councillor's Items - none<br/> <b>24.3</b> Members' Items - none<br/> <b>24.4</b> Clerk's Items</p> <p>The Clerk's report, including the following points, was noted</p> <ol style="list-style-type: none"> <li>a) Notice of a Casual Vacancy has been posted on the Council's website and notice board and DBC have been advised accordingly. If by 30th November 2023 (14 days, excluding Saturdays, Sundays and Bank Holidays, after the date of the notice) DBC has not received a request for an election to fill said vacancy by 10 electors the Parish Council will implement their Co-option Policy.</li> <li>b) Caretaking cover has been arranged for the recreational ground and hall.</li> <li>c) The Clerk will be meeting with a local resident who has expressed an interest in the Parish handyman work.</li> <li>d) Members were reminded to set up their gov.uk emails before the end of December.</li> <li>e) Gift vouchers have been purchased for the hall caretaking staff.</li> <li>f) The first draft of the budget will be presented at the December meeting and Councillors were asked to email the Clerk with any items they would like to be considered for inclusion in the budget.</li> </ol>                        |                                 |           |            |       |              |                  |

**There being no further business the Chair closed the meeting at 8.50pm**

**Chair..... Date .....**