



SUMMONS AND AGENDA

To All Members of The Council:

Councillor K Turner-Burgin (Chair)
Councillor K Clarke
Councillor D Hammock
Councillor A Munday (Vice-Chair)
Councillor J Turner-Burgin
Councillor S Weeks
Councillor T Williams

You are summoned to attend the
Annual Meeting of the Parish Council to be held on:
Monday 12th May 2025, 7:00pm
Bean Village Hall
High Street, Bean DA2 8AS

For the purpose of transacting the business as detailed on the attached agenda

JS Becket

Jan Becket
Parish Clerk

Clerk@beanparishcouncil.gov.uk

07398 540963

AGENDA
ANNUAL MEETING OF
BEAN PARISH COUNCIL
Monday 12^h May 2025 at 7.00 pm

Members to note 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 will be taken as read.

	Agenda Item
1	<u>Apologies for absence</u>
2	<p><u>Register of Pecuniary Interests (Localism Act 2011, s 31)</u></p> <p>2.1 To receive any updates to Disclosable Pecuniary Interests form (DPIs)</p> <p>2.2 To declare any DPIs against any agenda item.</p>
3	<p><u>Election of Chair (Local Government Act 1972, ss 15(4) and 34 (4))</u></p> <p>The Chair will ask for nominations for election of the Chair of the Council for the ensuing year.</p> <p>If there is more than one nomination, a vote will commence by a show of hands in the order in which persons have been nominated.</p> <p>The Chair will then declare the successful nominee to be the duly elected Chair of the Council for the ensuing year.</p>
4	<p><u>Declaration of Acceptance of Office by the Chair</u></p> <p>The incoming Chair will read aloud and sign the Declaration of Acceptance of Office, which is then handed to the Clerk for her signature.</p> <p>The incoming Chair will give a vote of thanks to the retiring chair and invite compliments from other members.</p> <p>At this point, the incoming Chair will take over the meeting from the retiring Chair.</p>
5	<p><u>Election of Vice-Chair (Local Government Act 1972, ss 15(7) and 34 (7))</u></p> <p>The Chair will ask for nominations for election of the Vice-Chair of the Council for the ensuing year.</p> <p>If there is more than one nomination, a vote will commence by a show of hands in the order in which persons have been nominated.</p>
6	<p><u>Public Participation (Local Government Act, s 100)</u></p> <p>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.</p> <p>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.</p> <p>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.</p>

7	<p><u>Minutes (Local Government Act 1972, Sch 12, para 41 (1))</u></p> <p>To APPROVE the Minutes of the Parish Council Meeting held on Monday 14th April 2025 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.</p> <p><i>RECOMMENDATION:</i> <i>That the Minutes of the Parish Council held on Monday 14th April 2025 be approved and adopted as a true record</i></p>
8	<p><u>Chair's Items</u></p> <p>To consider, at the discretion of the Chair, any items of an urgent nature that need to be discussed.</p>
9	<p><u>Committees</u></p> <p>Section 101 of the Local Government Act 1972 enables the council to delegate authority for decision making to appointed committees or council officers.</p> <p>9.1 Village Hall Committee</p> <p> 9.1.1 To review the Terms of Reference to the Village Hall Committee</p> <p> 9.1.2 To appoint members to the Village Hall Committee</p>
10	<p><u>Standing Orders</u></p> <p>Members are presented with draft documents, based on model templates produced by the National Association, for consideration and adoption. Members are also provided with a link to One Drive to view these documents.</p> <p>10.1 To review and APPROVE Standing Orders (May 2023) There have been no changes made to this document since last approved May 2024.</p> <p><u>RECOMMENDATION</u> <i>That the Standing Orders (May 2023), be approved.</i></p> <p>10.2 To review and APPROVE Standing Orders relating to Contracts (May 2023). There have been no changes made to this document since last approved May 2024.</p> <p><u>RECOMMENDATION</u> <i>That Standing Orders relating to Contracts (May 2023) be approved</i></p>
11	<p><u>Financial Regulations</u></p> <p>Members are presented with draft documents, based on model templates produced by the National Association, for consideration and adoption. Members are also provided with a link to One Drive to view these documents.</p> <p>11.1 To review and APPROVE Financial Regulations (October 2024)</p> <p><u>RECOMMENDATION</u> <i>That Financial Regulations (October 2024) be approved</i></p> <p>11.2 To review and APPROVE Statement of Internal Control</p> <p><u>RECOMMENDATION</u> <i>Statement of Internal Control be approved</i></p>

12	<p><u>Delegation of duties</u></p> <p>12.1 To delegate Parish duties and responsibilities Allotments – to remain under the management of Bean Allotment Association. Recreation ground – Footpaths – Beacon Woods – Fields/stables –</p> <p>12.2 To consider any other delegated duties and responsibilities.</p>
13	<p><u>Appointments and nominations</u></p> <p>To appoint members to outside bodies, including:</p> <ul style="list-style-type: none"> - KALC Area Committee - Parish Forum - Bluewater Community Forum - Beacon Wood Steering Committee - FoBW - Elders Forum <p>Any other appointments/nomination</p>
14	<p><u>Inventory of land and other assets</u></p> <p>Members are presented with the schedule of assets produced by SCRIBE. To review inventory of land and other assets including buildings and office equipment.</p>
15	<p><u>Insurance</u></p> <p>Members are presented with a copy of the insurance schedule. The Council’s insurance for 2025-2026 has been placed with Ecclesiastical via Clear Councils for a one-year period, commencing Saturday 26th April 2025 for a total cost, split 50/50 with the Village Hall of £2,139.18.</p>
16	<p><u>Annual Subscriptions</u></p> <p>To agree the following Annual Subscriptions to outside bodies:</p> <ul style="list-style-type: none"> - KALC - ICO - SLCC - CPRE
17	<p><u>Complaints Policy</u></p> <p>Members are presented with a copy of the current Complaints Policy. There have been no changes since approved at the May 2024 meeting.</p>
18	<p><u>Policies</u></p> <p>18.1 To review and APPROVE the following policies which have had no changes made to them since last approved.</p> <ul style="list-style-type: none"> • Arrangements for dealing with Code of Conduct Complaints (2023) • Co-option Policy (2021) • Body Worn Video Camera (2022) • Animal Welfare Policy (2022) • Confidentiality Policy (2022) • Data Protection Policy (2022) • Health & Safety (2020) • Member-Officer Relations ‘Protocol (2020) • Privacy Policy (2023)

	<ul style="list-style-type: none"> • Retention Policy (2023) • Social Media Policy (2023) • Training – Leadership & Development • Attendance at meetings (2022) • Vexatious Complaints (2022) • Dispensations Procedure (2020) • Risk Management Policy (2024) • Policy for dealing with Press and Media (2023) <p>18.2 Councillors’ Data Protection Commitment To note that all Councillors signed this document in May 2024.</p>
19	<p><u>Review of Council’s employment policies and procedures</u> There have been no changes made to these policies since last approved at the May 2024 meeting.</p>
20	<p><u>Future Meetings</u></p> <p>20.1 Full Council Meetings To agree dates, times and venue of meetings of the full Council for the year.</p> <p>To RESOLVE that they are held on the 2nd Monday of every month at 7pm at Bean Village Hall with the exception of August when there will be no meeting and any matters arising will be dealt with on behalf of the Council by the Chair and Vice-Chair. Should there be urgent business to consider between the July and September meetings the Chair would call an extra-ordinary meeting</p> <p>To RESOLVE that the Annual Parish Meeting take place in April 2026.</p> <p>RECOMMENDATION <i>That the meetings of Bean Parish Council are held on the 2nd Monday of every month at 7pm at Bean Village Hall with the exception of August when there will be no meeting and any matters arising will be dealt with on behalf of the Council by the Chair and Vice-Chair. Should there be urgent business to consider between the July and September meetings the Chair will call an extra-ordinary meeting. The Annual Parish Meeting will take place in April 2026</i></p> <p>20.2 Bean Village Hall Committee To agree dates, times and venue of meetings of the Village Hall Committee for the year.</p> <p>RECOMMENDATION <i>That the meetings of Bean Parish Council Village Hall Committee take place at 3pm in the Village Hall on the 1st Monday of alternate months unless otherwise resolved by the Committee.</i></p> <p><i>Next meeting Monday 19th May 2025 at 2pm</i></p>

21	<p><u>Correspondence</u> To note the following: - The Rural Bulletin – 23, 29 April 2025, 7 May</p>
22	<p><u>KALC/SLCC/NALC</u> 22.1 To note and consider: - KALC May news - KALC Bulletin - NALC Newsletter - NALC Events newsletter - NALC Chief Executives Bulletin</p> <p>22.2 Extraordinary General Meeting (EGM) of the Kent Association of Local Councils, which will take place on: Date: Thursday, 19th June 2025 Time: 1.30 pm for registration and refreshments. 2:00pm start. Venue: Aylesford Community Centre, 25 Forstal Road, Aylesford, Kent, ME20 7AU The purpose of this EGM is to discuss the important and evolving issue of Local Government Reorganisation and its potential implications for town and parish councils across Kent. Each member council is invited to send up to two representatives to the meeting</p> <p>22.3 To NOTE the date of the next Dartford Area Meeting of KALC.</p>
23	<p><u>Parish Forum</u> No matters to consider at time of publication</p>
24	<p><u>GDPR</u> No matters to consider at time of publication</p>
25	<p><u>Consultations</u> No matters to consider at time of publication</p>
26	<p><u>Kent Police</u> No matters to consider at time of publication</p>
27	<p><u>Planning</u> To NOTE the following 27.1 Weekly planning lists from DBC including Planning Decisions taken under delegated powers 27.2 Weekly planning lists from EDC</p> <p>To CONSIDER 27.3 25/00460/TPO 96 Beacon Drive Application for 50% reduction in height of 4x (A1-A4) Ash, B1 Beech, 4x (S1-S4) Sycamore, R1 Robinia and H1 Hornbeam, subject to Tree Protection Order No.31 1973</p>

28	<p><u>Highways</u> 28.1 Speedwatch Volunteers To NOTE, as of 7 May 2025, four people have expressed an interest in participating in this initiative.</p>
29	<p><u>Environmental Issues</u> No matters to consider at time of publication</p>
30	<p><u>Footpaths</u> No matters to consider at time of publication</p>
31	<p><u>Beacon Woods</u> 31.1 To NOTE that the camera and solar panel have been repaired. 31.2 To NOTE that the missing bollards on the grass verging outside the Country Park have been replaced. 31.3 To NOTE FoBW AGM will take place at 7pm on Monday 19th May at Bean Village Hall 31.4 To NOTE that the application to open a bank account with Unity Trust has been submitted and they have responded that ‘<i>As a minimum we require the chair of the council Keith Turner-Burgin to be added to the application as a linked individual in section 3c.</i>’ The Clerk has responded that without a resolution she is unable to do this and pointed out that the Vice-Chair was a named signatory.</p> <p><i>RECOMMENDATION</i> <i>That the Chair of Bean Parish Council be added as a signatory to the Unity Trust Bank account.</i></p>
32	<p><u>Recreation Facilities</u> 32.1 To NOTE the repairs to the artificial turf wooden surrounds have been completed.</p>
33	<p><u>Bean Village Hall</u> 33.1 To NOTE that the Hall Management Committee meeting scheduled for 28th April has been moved to Monday 19th May at 2pm. 33.2 To NOTE that the Annual Boiler Service and Gas Safety Inspection took place on 8th April 2025.</p>
34	<p><u>Allotment Association</u> No matters to consider at time of publication</p>
35	<p><u>Residents’ Association</u> To NOTE no meeting took place in May due to the Bank Holiday.</p>
36	<p><u>Finance</u> 36.1 Bank and Scribe reports up to 30 April 2025 To note the following</p> <ul style="list-style-type: none"> - Co-op Bank transactions on all accounts 1- 30 April 2025 - 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

36.2 Balance as at 30 April 2025 on all accounts**Bean Parish Council**

Reserve Account	14,537.66
Current Account (No. 1 account)	17,043.33
Petty Cash	17.66
TOTAL	31,598.65

Bean Village Hall

Current Account (No. 2 account)	18,021.24
Petty Cash	33.54
TOTAL	18,054.78

36.3 Insurance 2025 -2026

Reference Item 21.5 of April Minutes, that the decision regarding the selection of the Council's insurance provider for the forthcoming renewal be delegated to three named Councillors, Cllrs. Weeks, Munday and Hammock and the Clerk the Council's insurance for 2025-2026 has been placed with Ecclesiastical via Clear Councils for a one-year period, commencing Saturday 26th April 2025 for a total cost, split 50/50 with the Village Hall of £2,139.18

This is an increase of £427.50 from last year's quote of £1,711.68.

The budget for 2025-2026 was £2,000.

37**Items of interest****37.1** Chair's Items**37.2** Borough Councillor's Items**37.3** Members' Items**37.4** Clerk's Items

- 1) The Clerk has registered for two sessions of AI training, organised via KALC in May at a cost of £80 + VAT
- 2) Microsoft have advised that after October 2025 they will no longer support Windows 10. Unfortunately, the Council's laptop fails Windows 11 compatibility tests. In view of this the Council should consider upgrading to a new, Windows 11 compatible, laptop. The current laptop was purchased in May 2016.