

MINUTES
ANNUAL MEETING OF
BEAN PARISH COUNCIL
Monday 12th May 2025 at 7.00 pm

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 Clarke, Cllr. D Hammock, Cllr. A Munday, Cllr. J Turner-Burgin, Cllr. K Turner-Burgin (Chair), Cllr. S Weeks, Cllr. T Williams

There were no members of the public present.

	Agenda Item
1	<u>Apologies for absence</u> None. All members of the Council were present.
2	<u>Register of Pecuniary Interests (Localism Act 2011, s 31)</u> 2.1 Updates to Disclosable Pecuniary Interests form (DPIs) Cllr Munday updated her DPI with details of her employment. 2.2 There were no DPIs against any agenda item.
3	<u>Election of Chair (Local Government Act 1972, ss 15(4) and 34 (4))</u> The Chair asked for nominations for election of the Chair of the Council for the ensuing year. It was noted that should there be more than one nomination, a vote would commence by a show of hands in the order in which persons have been nominated. Cllr. David Hammock nominated Cllr. Keith Turner-Burgin for the position of Chair of the Council and the nomination was seconded by Cllr. Kevin Clarke. There were no other nominations and Cllr. Keith Turner-Burgin was unanimously re-elected Chair of the Council for the ensuing year.
4	<u>Declaration of Acceptance of Office by the Chair</u> The incoming Chair read aloud and signed the Declaration of Acceptance of Office, which was handed to the Clerk for her signature. On behalf of the members Cllr. Hammock congratulated Cllr. Turner-Burgin on his previous successful year as Council Chair.
5	<u>Election of Vice-Chair (Local Government Act 1972, ss 15(7) and 34 (7))</u> The Chair asked for nominations for election of the Vice-Chair of the Council for the ensuing year. It was noted that should there be more than one nomination, a vote would commence by a show of hands in the order in which persons have been nominated. Cllr. Keth Turner-Burgin nominated Cllr. Anna Munday for the position of Vice-Chair of the Council and the nomination was seconded by Cllr. Sally Weeks. There were no other nominations and Cllr. Anna Munday was unanimously re-elected Vice-Chair of the Council for the ensuing year.

6	<p><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.</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> 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>RESOLVED:</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> The Chair advised that three items of correspondence relating to planning applications 25/00483, 25/0050 and 25/00302, which had been sent to members, had been received since publication of the agenda and proposed that these items be added to the agenda. Cllr. Hammock seconded the proposal.</p> <p><i>RESOLVED:</i> <i>That correspondence relating to planning applications 25/00483, 25/0050 and 25/00302 be added to the agenda as items 27.4, 27.5 and 27.6</i></p>
9	<p><u>Committees</u> 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 The Terms of Reference to the Village Hall Committee were reviewed and agreed without further changes</p> <p>9.1.2 The following members were appointed to the Village Hall Committee. Cllrs Clarke, Hammock, Munday and Weeks.</p>
10	<p><u>Standing Orders</u></p> <p>10.1 Members reviewed the Standing Orders (May 2023) noting that there had been no changes made to this document since last approved May 2024.</p> <p><i>RESOLVED</i> <i>That the Standing Orders (May 2023), reviewed May 2025, be approved.</i></p> <p>10.2 Members reviewed Standing Orders relating to Contracts (May 2023) and agreed that the following be added to Item 7 Exceptions from proprietary etc articles</p>

	<p>(d) the work requires knowledge or previous experience in the area or requires a particular skill - these contracts will always be agreed by full council.</p> <p><u>RESOLVED</u> <i>That Standing Orders relating to Contracts (May 2025,) including the addition of para (d) the work requires knowledge or previous experience in the area or requires a particular skill - these contracts will always be agreed by full council, be approved.</i></p>
11	<p><u>Financial Regulations</u> Members were presented with draft documents, based on model templates produced by the National Association, for consideration and adoption.</p> <p>11.1 Financial Regulations (October 2024)</p> <p><u>RECOMMENDATION</u> <i>That Financial Regulations (October 2024), reviewed May 2025, be approved</i></p> <p>11.2 Statement of Internal Control May 2025 It was noted that the SIC had been updated to reflect the most recent publication of the Accounts and Audit Regulations and the Council’s external auditors, Mazars.</p> <p><u>RESOLVED</u> <i>Statement of Internal Control, May 2025, be approved</i></p>
12	<p><u>Delegation of duties</u></p> <p>12.1 Delegation of Parish duties and responsibilities The following were agreed. Allotments – to remain under the management of Bean Allotment Association. and Cllr. Munday will remain as the Council’s representative on the Association’s committee. Recreation ground – Cllr. K Clarke Footpaths – All councillors Beacon Woods – Cllrs. K Clarke and Cllr. J Turner-Burgin Fields/stables – Cllr S Weeks</p> <p>12.2 To consider any other delegated duties and responsibilities. Responsibility for Village flagpole and flag flying protocols – Cllr. K Turner-Burgin</p>
13	<p><u>Appointments and nominations</u> The following members were appointed to outside bodies.</p> <ul style="list-style-type: none"> - KALC Area Committee – Chair and Cllr. Clarke - Parish Forum – Chair and Clerk - Bluewater Community Forum – Cllr Munday - Beacon Wood Steering Committee – Cllrs. Clarke, Munday & Weeks - FoBW – Cllrs. Clarke and Munday - Elders Forum – Cllr Weeks - Allotments - Cllr. Munday will be the Council’s representative on the Association’s committee.
14	<p><u>Inventory of land and other assets</u> Members were presented with the schedule of assets produced by SCRIBE and</p>

	reviewed the inventory of land and other assets including buildings and office equipment.
15	<p><u>Insurance</u> Members were 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> The following Annual Subscriptions to outside bodies were agreed:</p> <ul style="list-style-type: none"> - KALC - ICO - SLCC - CPRE
17	<p><u>Complaints Policy</u> Members were presented with a copy of the current Complaints Policy. It was noted that there had been no changes since approved at the May 2024 meeting.</p> <p>RESOLVED <i>That the Complaints Policy (2021), reviewed May 2025, be approved.</i></p>
18	<p><u>Policies</u> 18.1 The following policies were reviewed and APPROVED. It had been noted that there had been no changes made to them since last approved in May 2024. All policies are reviewed on an annual basis.</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) • 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 It was noted that all Councillors had signed this document in May 2024.</p>
19	<p><u>Review of Council's employment policies and procedures</u> Members were in receipt of copies of the above.</p>

	<p>There have been no changes made to these policies since last approved at the May 2024 meeting.</p> <p>The composition of the HR Committee remains as per Item 12.3 of June 2020 Minutes, page 1683: Vice-Chair + 2 Councillors</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>RESOLVED <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>RESOLVED <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 3pm</i></p>
21	<p><u>Correspondence</u> The following was noted:</p> <ul style="list-style-type: none"> - The Rural Bulletin – 23, 29 April 2025, 7 May
22	<p><u>KALC/SLCC/NALC</u></p> <p>22.1 The following were noted:</p> <ul style="list-style-type: none"> - KALC May news - KALC Bulletin - NALC Newsletter - NALC Events newsletter - NALC Chief Executives Bulletin <p>22.2 Extraordinary General Meeting (EGM) of the Kent Association of Local Councils, which will take place on:</p>

	<p>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 Regretfully no Councillors are available to attend this meeting.</p> <p>22.3 It was noted the date of the next Dartford Area Meeting of KALC is still to be agreed and dates in May have been proposed for consideration.</p> <p>22.4 It was noted that the Clerk is attending two sessions of AI training which have been organised via KALC.</p>
23	<p><u>Parish Forum</u> No matters to consider.</p>
24	<p><u>GDPR</u> No matters to consider.</p>
25	<p><u>Consultations</u> No matters to consider.</p>
26	<p><u>Kent Police</u> No matters to consider.</p>
27	<p><u>Planning</u> The following were NOTED</p> <p>27.1 Weekly planning lists from DBC including Planning Decisions taken under delegated powers</p> <p>27.2 Weekly planning lists from EDC</p> <p>Members CONSIDERED the following</p> <p>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 No objection or comment.</p> <p>27.4 DA/25/00483 Land At Bean Lane Dartford Greenhithe Kent DA9 9EB Proposed installation of a Battery Energy Storage System (BESS) plus ancillary infrastructure and equipment https://publicaccess.dartford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SVHI0CBQG0500 The following objections were agreed:</p>

	<ul style="list-style-type: none"> - The land is green belt and as such should not be the subject of development - Construction traffic would cause a major impact on an already busy and congested road <p>27.5 25/00505/FUL 21 Beacon Drive Bean Kent DA2 8BE Erection of a single storey rear/side extension https://publicaccess.dartford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SVULUUBQG6C00</p> <p>No objection</p> <p>27.6 DA/25/00302/P3Q The following was NOTED Drudgeon Farm School Lane Bean Kent Referred to in the application received on the 17th March 2025 Application under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order 2015 as to whether prior approval is required for proposed change of use from an agricultural building to 5 dwellings (C3 Use class). As shown in drawing no's; EBP A; EEV A; EFP A ; ERF A; PBP A; PEV A ; PFP1 A; PFP2 A ; PRF A ; Planning Statement; Structural Planning Report</p> <p>That PRIOR APPROVAL IS REQUIRED and has been REFUSED</p>
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28	<p><u>Highways</u></p> <p>28.1 Speedwatch Volunteers It was NOTED that as of 7 May 2025, four people had expressed an interest in participating in this initiative. To run the scheme effectively, a minimum of six volunteers, ideally ten, are needed to ensure we can coordinate sessions smoothly and share the workload. Another notice on Facebook will be posted shortly to encourage more participants.</p>
29	<p><u>Environmental Issues</u> No matters to consider.</p>
30	<p><u>Footpaths</u> No matters to consider.</p>
31	<p><u>Beacon Woods</u></p> <p>31.1 It was noted that the camera and solar panel have been repaired.</p> <p>31.2 It was noted that the missing bollards on the grass verging outside the Country Park have been replaced. The verging has also been cleared of scrub and overhanging trees.</p> <p>31.3 FoBW AGM will take place at 7pm on Monday 19th May at Bean Village Hall</p> <p>31.4 It was noted 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</i></p>

	<p><i>council Keith Turner-Burgin to be added to the application as a linked individual in section 3c.'</i></p> <p>The Clerk has responded that without a resolution she is unable to do this and confirmed that the Vice-Chair was a named signatory.</p> <p>RESOLVED <i>That the Chair of Bean Parish Council be added as a 'linked individual 'to the Unity Trust Bank account.</i></p>														
32	<p><u>Recreation Facilities</u></p> <p>32.1 The repairs to the artificial turf wooden surrounds have been completed.</p> <p>32.2 Damage to the fencing in the corner of the rec with the allotments adjacent to the footpath was noted and arrangements to repair this are in hand.</p>														
33	<p><u>Bean Village Hall</u></p> <p>33.1 It was noted that the Hall Management Committee meeting scheduled for 28th April has been moved to Monday 19th May at 3pm.</p> <p>33.2 It was noted that the Annual Boiler Service and Gas Safety Inspection took place on 8th April 2025.</p>														
34	<p><u>Allotment Association</u></p> <p>No matters to consider.</p>														
35	<p><u>Residents' Association</u></p> <p>To NOTE no meeting took place in May due to the Bank Holiday.</p>														
36	<p><u>Finance</u></p> <p>36.1 Bank and Scribe reports up to 30 April 2025 The following were noted.</p> <ul style="list-style-type: none"> - Co-op Bank transactions on all accounts 1- 30 April 2025 - Bank reconciliation on all accounts was received and signed. - 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>36.2 Balance as at 30 April 2025 on all accounts</p> <p><u>Bean Parish Council</u></p> <table border="1"> <tr> <td>Reserve Account</td> <td>14,537.66</td> </tr> <tr> <td>Current Account (No. 1 account)</td> <td>17,043.33</td> </tr> <tr> <td>Petty Cash</td> <td>17.66</td> </tr> <tr> <td>TOTAL</td> <td>31,598.65</td> </tr> </table> <p><u>Bean Village Hall</u></p> <table border="1"> <tr> <td>Current Account (No. 2 account)</td> <td>18,021.24</td> </tr> <tr> <td>Petty Cash</td> <td>33.54</td> </tr> <tr> <td>TOTAL</td> <td>18,054.78</td> </tr> </table> <p>36.3 Insurance 2025 -2026 Reference Item 21.5 of April Minutes, that the decision regarding the selection of</p>	Reserve Account	14,537.66	Current Account (No. 1 account)	17,043.33	Petty Cash	17.66	TOTAL	31,598.65	Current Account (No. 2 account)	18,021.24	Petty Cash	33.54	TOTAL	18,054.78
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	<p>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.</p> <p>36.4 Internal Audit Has been completed, no issues raised.</p>
37	<p><u>Items of interest</u></p> <p>37.1 Chair's Items - None</p> <p>37.2 Borough Councillor's Items - None</p> <p>37.3 Members' Items Cllr Weeks advised members that Joan Gould was licensed as a Licensed Lay Minister for Istead Rise, Southfleet and Bean at a service held at Rochester Cathedral on Saturday 10th May. Members offered Joan their congratulations. Councillors agreed that they would like to invite the new KCC Councillor for Dartford Rural to a meeting later in the year to discuss issues relating to Bean.</p> <p>37.4 Clerk's Items</p> <ol style="list-style-type: none"> 1) 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. The Clerk will produce quotations for the June meeting 2) The Council's photocopier is ending its useful life and quotes are being sought for a replacement. This will be an item for the June meeting. 3) Missing High Street and Beacon Drive signs have been reported to DBC.

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

Chair..... **Date**