



## 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 11<sup>th</sup> May 2026, 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](mailto:Clerk@beanparishcouncil.gov.uk)

07398 540963

**AGENDA  
ANNUAL MEETING OF  
BEAN PARISH COUNCIL  
Monday 11<sup>th</sup> May 2026 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.**

	<b>Agenda Item</b>
<b>1</b>	<b><u>Apologies for absence</u></b>
<b>2</b>	<p><b><u>Register of Pecuniary Interests (Localism Act 2011, s 31)</u></b></p> <p><b>2.1</b> To receive any updates to Disclosable Pecuniary Interests form (DPIs) Change to Cllr. K Turner-Burgin employment noted.</p> <p><b>2.2</b> To declare any DPIs against any agenda item.</p>
<b>3</b>	<p><b><u>Election of Chair (Local Government Act 1972, ss 15(4) and 34 (4))</u></b></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>
<b>4</b>	<p><b><u>Declaration of Acceptance of Office by the Chair</u></b></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>
<b>5</b>	<p><b><u>Election of Vice-Chair (Local Government Act 1972, ss 15(7) and 34 (7))</u></b></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>
<b>6</b>	<p><b><u>Public Participation (Local Government Act, s 100)</u></b></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</p>

	extension of this time, in exceptional circumstances, being agreed by the Chairman.
7	<p><b><u>Minutes (Local Government Act 1972, Sch 12, para 41 (1))</u></b></p> <p>To APPROVE the Minutes of the Parish Council Meeting held on Monday 13<sup>th</sup> April 2026 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><b><i>RECOMMENDATION:</i></b>  <b><i>That the Minutes of the Parish Council held on Monday 13<sup>th</sup> April 2026 be approved and adopted as a true record</i></b></p>
8	<p><b><u>Chair's Items</u></b></p> <p>To consider, at the discretion of the Chair, any items of an urgent nature that need to be discussed.</p>
9	<p><b><u>Delegation to Committees/Officers</u></b></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><b>9.1 Scheme of Delegation</b>  To review and approve</p> <p><b>9.2 Village Hall Committee</b></p> <p><b>9.2.1</b> To review the Terms of Reference to the Village Hall Committee  <b>9.2.2</b> To appoint members to the Village Hall Committee</p> <p><b>9.3 HR Committee</b></p> <p><b>9.3.1</b> To receive the minutes of the HR/Staffing Committee meeting held on 20 April 2026  <b>9.3.2</b> To consider the HR Committee's recommendation that this Committee be renamed Staffing Committee.  <b>9.3.3</b> To CONSIDER the proposal from the HR/Staffing Committee to out-source all HR matters relating to staffing and to appoint Peninsular  <b>9.3.4</b> To appoint members to the Staffing Committee</p>
10	<p><b><u>Standing Orders, Financial Regulations, Statement of Internal Control</u></b></p> <p>Members are presented with draft documents, based on model templates produced by the National Association, for consideration and adoption.</p> <p><b>10.1</b> To review and APPROVE <b>Standing Orders (May 2026)</b> There have been no changes made to this document since last approved May 2025.</p> <p><b><u>RECOMMENDATION</u></b>  <b><i>That the Standing Orders (May 2026), be approved.</i></b></p> <p><b>10.2</b> To review and APPROVE <b>Standing Orders relating to Contracts (May 2026)</b>. There have been no changes made to this document since last approved May 2025.</p> <p><b><u>RECOMMENDATION</u></b>  <b><i>That Standing Orders relating to Contracts (May 2026) be approved</i></b></p>

	<p><b>10.3</b> To review and APPROVE <b>Financial Regulations (October 2024)</b></p> <p><b><u>RECOMMENDATION</u></b>  <i>That Financial Regulations (October 2024) be approved</i></p> <p><b>10.4</b> To review and APPROVE <b>Statement of Internal Control</b></p> <p><b><u>RECOMMENDATION</u></b>  <i>Statement of Internal Control be approved</i></p>
<p><b>11</b></p>	<p><b>Other Statutory Policies</b>  To review and APPROVE the following:</p> <p><b>11.1 Code of Conduct</b>  <b>11.2 Complaints Policy</b>  <b>11.3 Risk Management Policy</b></p> <p><b><u>RECOMMENDATION</u></b>  <i>That the Code of Conduct, Complaints Policy and Risk Management Policy be approved</i></p>
<p><b>12</b></p>	<p><b>GDPR</b>  The following GDPR Policies were APPROVED at the March 2026 meeting of the Council</p> <p><b>12.1 Councillor Data Protection Commitment</b>  <b>12.2 Data Protection and Information Security Policy</b>  <b>12.3 Breach Notification Policy</b>  <b>12.4 Privacy Policy</b>  <b>12.5 Retention Policy</b>  <b>12.6 Data Retention &amp; Disposal Policy</b>  <b>12.7 Information Security Policy</b>  <b>12.8 Subject Access Request Policy</b>  <b>12.9 GDPR Audit</b>  <b>12.10 IT Policy</b>  <b>12.11 Publication Scheme</b></p> <p><b>12.12</b> To Note that the Parish Council is registered with the ICO Registration reference:  ZA143817</p> <p>To approve the following new policy</p> <p><b>12.13 CCTV Policy</b>  <b>12.14</b> To note example of required signage for CCTV deployment</p>
<p><b>13</b></p>	<p><b><u>Delegation of duties</u></b></p> <p><b>13.1 To delegate Parish duties and responsibilities</b>  Allotments – to remain under the management of Bean Allotment Association.  Recreation ground –  Footpaths –  Beacon Woods –  Fields/stables –</p> <p><b>13.2 To consider any other delegated duties and responsibilities.</b></p>

<p><b>14</b></p>	<p><b><u>Appointments and nominations</u></b>  To appoint members to outside bodies, including:</p> <ul style="list-style-type: none"> <li>- KALC Area Committee – Cllrs J Turner-Burgin and K Turner-Burgin and Clerk</li> <li>- Parish Forum – Chair and Clerk</li> <li>- Bluewater Community Forum</li> <li>- Elders Forum</li> </ul> <p>Any other appointments/nomination</p>
<p><b>15</b></p>	<p><b><u>Inventory of land and other assets</u></b>  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>
<p><b>16</b></p>	<p><b><u>Insurance</u></b>  Members are presented with a copy of the insurance schedule.  Reference Item 19.5 of April Minutes, that the Clerk report to Cllr. Clarke with the quotations when received and that authority to appoint an insurer be delegated to Cllr. Clarke and the Clerk</p> <p>The Council’s insurance for 2026-2027 has been placed with Ecclesiastical via Clear Councils for a three-year period, commencing Sunday 26th April 2026 for a total cost, split 50/50 with the Village Hall of £2,362.67 including IPT and commission.</p>
<p><b>17</b></p>	<p><b><u>Annual Subscriptions</u></b>  <b>To agree the following Annual Subscriptions to outside bodies:</b></p> <ul style="list-style-type: none"> <li>- KALC</li> <li>- ICO</li> <li>- SLCC</li> <li>- CPRE</li> </ul>
<p><b>18</b></p>	<p><b><u>Policies</u></b>  <b>18.1 To review and APPROVE the following policies</b> which have had no changes made to them since last approved at the 2025 meeting</p> <ul style="list-style-type: none"> <li>• Arrangements for dealing with Code of Conduct Complaints (2026)</li> <li>• Co-option Policy (2026)</li> <li>• Body Worn Video Camera (2026)</li> <li>• Animal Welfare Policy (2026)</li> <li>• Confidentiality Policy (2026)</li> <li>• Health &amp; Safety (2026)</li> <li>• Member-Officer Relations ‘Protocol (2026)</li> <li>• Social Media Policy (2026)</li> <li>• Training – Leadership &amp; Development (2026)</li> <li>• Attendance at meetings (202)</li> <li>• Vexatious Complaints (2026)</li> <li>• Dispensations Procedure (2026)</li> <li>• Policy for dealing with Press and Media (2026)</li> </ul> <p><b>18.2 Councillors’ Data Protection Commitment</b>  To note that all Councillors signed this document in May 2024.</p>
<p><b>19</b></p>	<p><b><u>Future Meetings</u></b>  <b>19.1 Full Council Meetings</b>  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 2<sup>nd</sup> 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 2027.</p> <p><b>RECOMMENDATION</b>  <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 September when the meeting will be held in the 1<sup>st</sup> week and December when the meeting will be held in the 3<sup>rd</sup> week and that there will be no meeting in August 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 2027</i></p> <p><b>19.2 Bean Village Hall Committee</b>  To agree dates, times and venue of meetings of the Village Hall Committee for the year.</p> <p><b>RECOMMENDATION</b>  <i>That the meetings of Bean Parish Council Village Hall Committee take place at the discretion of the Chair</i></p>
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20	<p><b><u>Correspondence</u></b>  To note the following:</p> <ul style="list-style-type: none"> <li>- The Rural Bulletin – 14, 21, 28, April, 6 May</li> <li>- RSN National Rural Conference Monday 14th - Thursday 17th September 2026 - online</li> <li>- May Neighbourhood Watch newsletter</li> <li>- William Meakin, funeral Monday 18<sup>th</sup> at 11am, St Nicholas Church</li> <li>- CPRE April 2026 newsletter</li> <li>- RSVG April 2026 Roundup</li> </ul>
21	<p><b><u>KALC/SLCC/NALC</u></b>  <b>21.1</b> NALC Chief executive’s bulletin 16, 23, 30 April</p>
22	<p><b><u>Consultations</u></b>  <b>22.1</b> Dartford Planning Policy – Public Consultation <a href="https://www.dartford.gov.uk/policy-1/supplementary-planning-documents">https://www.dartford.gov.uk/policy-1/supplementary-planning-documents</a> deadline of Wednesday 27th of May 2026.</p>
23	<p><b><u>Kent Police</u></b>  <b>23.1</b> Ward surgery – Thursday 16 July 2026 at 1700 at Long Valley Hall, Longfield  <b>23.2</b> To note Kent PCC’s Spring Newsletter</p>
24	<p><b><u>Planning</u></b>  <b>To NOTE the following</b>  <b>24.1</b> Weekly planning lists from DBC including Planning Decisions taken under delegated powers  <b>24.2</b> Weekly planning lists from EDC</p>

	<p><b>To CONSIDER</b></p> <p><b>24.3 26/00254/FUL – revised application</b> 5 Drudgeon Way Erection of a two-storey side extension</p> <p><b>To NOTE the following appeal to the Secretary of State</b></p> <p><b>24.4 DA/26/00160/FUL appeal ref 6008745</b> Erection of part single/part double storey side extensions Old Bean Cottage Shellbank Lane Bean Kent</p> <p>DBC had refused this application for the following reason The proposal due to its volume, depth, mass, in conjunction with existing extensions would introduce a disproportionate addition to the original building that would constitute inappropriate development within the Green Belt, causing harm to its openness. The proposal would therefore be contrary to Policy M12 of Dartford Local Plan to 2037 and paragraphs 153,154 &amp; 155 of the NPPF.</p> <p><b>To note that permission has been GRANTED</b></p> <p><b>24.5 DA/26/00239/FUL</b> 2 Annie Cottages High Street Bean Kent Erection of a single storey rear extension</p> <p><b>To note refused Details</b></p> <p><b>24.6 23/01286/FUL (appeal APP/T2215/W/25/3359417)</b> Bean Cottage Shellbank Lane Bean Kent Submission of details relating to landscaping (Condition 4) and an Ecological Enhancement Management Plan (Condition 13) of planning permission DA/23/01286/FUL (granted on appeal) for the demolition of the existing detached dwelling and outbuildings and the erection of a replacement dwelling and associated works Reasons Insufficient details of mitigation measures have been provided for the protected species recorded within the site. The details are therefore insufficient to discharge condition 13.</p>
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<b>25</b>	<p><b><u>Highways</u></b></p> <p><b>25.1</b> To receive a report on Road Safety &amp; Active Travel Group (RSATG) Seminar, Maidstone Tuesday 21 April 2026 (09.00am–13.00pm) attended by Cllr. Clarke</p>
<b>26</b>	<p><b><u>Environmental Issues</u></b></p> <p>No matters to consider at time of publication</p>
<b>27</b>	<p><b><u>Footpaths</u></b></p> <p>No matters to consider at time of publication</p>
<b>28</b>	<p><b><u>Beacon Woods</u></b></p> <p><b>28.1</b> To note correspondence with UKCPS regarding the deployment of ANPR cameras <b>28.2</b> Car Park income for £789.75 April plus £40 donations, total <b>28.3</b> To receive a proposal for the installation of CCTV at Beacon Woods</p>
<b>29</b>	<p><b><u>Recreation Facilities</u></b></p> <p>No matters to consider at time of publication</p>

30	<p><b><u>Bean Village Hall</u></b>  <b>30.1</b> Inspection of grounds for Japanese Knotweed, Monday 18<sup>th</sup> May 1pm.  <b>30.2</b> PAT and EICR inspections to take place in June, date to be agreed.</p>																
31	<p><b><u>Allotment Association</u></b>  No matters to consider at time of publication</p>																
32	<p><b><u>Finance</u></b>  <b>32.1 Bank and Scribe reports up to 30 April 2026</b>  To note the following</p> <ul style="list-style-type: none"> <li>- Co-op Bank transactions on all accounts 1- 30 April 2026</li> <li>- Bank reconciliation on all accounts to be approved and signed</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>32.2 Balance as at 30 April 2026 on all accounts</b></p> <p><b><u>Bean Parish Council</u></b></p> <table border="1" data-bbox="331 860 1206 1012"> <tr> <td>Reserve Account</td> <td>14,715.51</td> </tr> <tr> <td>Current Account (No. 1 account)</td> <td>16,558.79</td> </tr> <tr> <td>Petty Cash</td> <td>9.51</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>31,283.81</b></td> </tr> </table> <p>Reserve account includes an interest payment of £83.71</p> <p><b><u>Bean Village Hall</u></b></p> <table border="1" data-bbox="331 1160 1206 1272"> <tr> <td>Current Account (No. 2 account)</td> <td>22,501.76</td> </tr> <tr> <td>Petty Cash</td> <td>69.67</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>22,571.43</b></td> </tr> </table> <p><b><u>Beacon Woods – Unity Trust Account</u></b></p> <table border="1" data-bbox="331 1348 1206 1388"> <tr> <td>Current Account</td> <td><b>21,979.52</b></td> </tr> </table> <p><b>Income:</b>  March car-parking £544.50  Donations April £40</p> <p><b>Expenditure:</b>  Website April £2.99  TMS, April closing £341.10  Bank service charge £7</p>	Reserve Account	14,715.51	Current Account (No. 1 account)	16,558.79	Petty Cash	9.51	<b>TOTAL</b>	<b>31,283.81</b>	Current Account (No. 2 account)	22,501.76	Petty Cash	69.67	<b>TOTAL</b>	<b>22,571.43</b>	Current Account	<b>21,979.52</b>
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33	<p><b><u>Items of interest</u></b>  <b>33.1</b> Chair’s Items  <b>33.2</b> Borough Councillor’s Items  <b>33.3</b> Members’ Items  <b>33.4</b> Clerk’s Items</p>																