

**MINUTES**  
**BEAN PARISH COUNCIL**  
**Monday 9<sup>th</sup> June 2025**  
**at 7.00pm**  
**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 Clarke, Cllr. D Hammock, Cllr. A Munday, Cllr. J Turner-Burgin, Cllr. K Turner-Burgin (Chair), Cllr. S Weeks, Cllr. T Williams

**There was one member of the public present.**

	<b>Agenda Item</b>
<b>1</b>	<p><b><u>Apologies for absence</u></b>  None. All Councillors were present.</p>
<b>2</b>	<p><b><u>Declarations of interest</u></b>  <b>2.1</b> Updates to the Register of Interests  None  <b>2.2</b> Declarations of interest against an agenda item.  <b>2.2.1</b> It was noted that Cllr. Hammock sits on DBC Development Board and therefore will refrain from any discussions or decisions regarding planning matters.</p>
<b>3</b>	<p><b><u>Public Participation (Local Government Act, s 100)</u></b>  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>
<b>4</b>	<p><b><u>Minutes</u></b>  <b>4.1</b> Minutes of the Annual Parish Council Meeting held on Monday 12<sup>th</sup> May 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><b><i>RESOLVED:</i></b>  <b><i>That the Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> May 2025 be approved and adopted as a true record</i></b></p>

5	<p><b><u>Items for Consideration</u></b> There were no urgent items, not on the agenda, for consideration.</p>
6	<p><b><u>Correspondence</u></b> The following were noted</p> <ul style="list-style-type: none"> <li>- E-watch Newsletters</li> <li>- Rural Services network The Rural Bulletin –</li> <li>- Rural Services funding information</li> </ul>
7	<p><b><u>KALC/SLCC/NALC</u></b></p> <p><b>7.1 New Devolution Page</b> <a href="https://www.kentalc.gov.uk/devolution">https://www.kentalc.gov.uk/devolution</a></p> <p><b>7.2 Correspondence from KALC</b> The following was noted</p> <ul style="list-style-type: none"> <li>- Weekly bulletins</li> <li>- NALC Newsletter</li> <li>- NALC CEO’s bulletin</li> <li>- KALC News</li> </ul> <p><b>7.3 Dartford Area Committee</b> The next meeting will be held online on the 30th June at 7pm. Suggestions for the agenda to be submitted by Thursday 12th June. Proposed item for the agenda. Members considered that as a very small council it would be important to know how ‘Devolution’ may impact on finances at a Parish level.</p>
8	<p><b><u>Parish Forum</u></b> It was noted that the next meeting will take place on 1st July 2025. Items for the agenda are requested to be submitted by COB Tuesday 17th June 2025. Proposed item for the agenda</p> <ul style="list-style-type: none"> <li>- Increase in road side litter particularly along Watling Street.</li> <li>- Members expressed their appreciation of the work of the refuse collectors particularly accommodating the Bank Holiday periods.</li> </ul>
9	<p><b><u>GDPR</u></b> No matters to consider.</p>
10	<p><b><u>Consultations</u></b> No matters to consider.</p>
11	<p><b><u>Kent Police</u></b> No matters to consider.</p>
12	<p><b><u>Planning</u></b> <b>The following were noted</b></p> <p><b>12.1</b> Weekly planning lists from DBC including Planning Decisions taken under delegated powers</p> <p><b>12.2</b> Weekly planning lists from EDC</p>

	<p><b>12.3 DA/25/00460/TPO</b>          TAKE NOTICE that The DARTFORD BOROUGH COUNCIL, the district planning Authority under the Town and Country Planning Acts, HAS GRANTED CONSENT FOR LESSER WORKS in respect of land situated at  <b>96 Beacon Drive Bean Kent DA2 8BG</b>          Referred to in your application registered on the 22nd April 2025 and being Application for 50% reduction in height of 4x (A1-A4) Ash subject to Tree Preservation Order No.31 1973          Reasons for the Lesser Works:          The reduction of the 4 Ash tree (A1-A4) by half (50%) proposed in this application (as indicated by solid red lines on the accompanying annotated photographs appendix A) is considered excessive and contrary to the recommendations of BS3998:2010 Tree Works. Such a significant reduction would reduce the trees' amenity and create large open topping cuts that would be an entry for decay pathogens compromising their continued safety.</p>
13	<p><b><u>Highways</u></b>  <b>13.1 Speedwatch Volunteers</b>          Despite re-advertising on the Council's website and Facebook page no further volunteers have come forward and therefore the Parish Council will not be pursuing this initiative.  <b>13.2 Joint Transportation Board</b>          Meets on 10<sup>th</sup> June 2025  <b>13.3 Demolished wall 1 Beacon Drive</b>          DBC have been advised that the signs for both Bean Lane and Beacon Drive have been damaged, the former having been removed, and that residents of 1 Beacon Drive are accessing the property directly from the mini roundabout.</p>
14	<p><b><u>Environmental Issues</u></b>          No matters to consider.</p>
15	<p><b><u>Footpaths</u></b>          No matters to consider.</p>
16	<p><b><u>Beacon Woods</u></b>  <b>16.1</b> Draft Minutes of the Friends of Beacon Wood AGM held on Monday 19<sup>th</sup> May 2025. Despite extensive advertising only 2 people have come forward to join the Friends of Beacon Wood Group. Bean Primary has been asked if flyers advertising the Friends group could be sent home in the pupils' book bags.  <b>16.2</b> Parking income for May 2025 £730.44  <b>16.3</b> It was noted that soft chip for the Trim Trail will be delivered on Monday 16<sup>th</sup> June for installation on Tuesday 17<sup>th</sup> June.  <b>16.4</b> Dipping Platform and boardwalk continue to be vandalised with planks and handrails being removed and thrown to the side. Warning notices and tape advising danger due to vandalism have been in place since December 2024 and these are also being removed but are being regularly replaced. It is hoped work will start on the refurbishment in July.</p>
17	<p><b><u>Recreation Facilities</u></b>          No matters to consider.</p>

<b>18</b>	<p><b><u>Bean Village Hall</u></b></p> <p><b>18.1</b> Village Hall Committee The Minutes of the meeting held on 19<sup>th</sup> May 2025 were noted.</p> <p><b>18.2 Knitting Club for Making Miracles</b> The Council had received a request to use the hall once a month for Making Miracles <a href="https://makingmiracles.org.uk/">https://makingmiracles.org.uk/</a> ‘Our vision is to give all families the support, services and tools they need to help them with their new normal following birth trauma and baby bereavement’.</p> <p><b>RESOLVED</b> <i>That a Making Miracles Club may use Bean Village Hall, once a month on a Monday afternoon, free of charge and that the LLM to St. Nicholas and St. Barnabus be the keyholder.</i></p>																
<b>19</b>	<p><b><u>Allotment Association</u></b> No matters to consider.</p>																
<b>20</b>	<p><b><u>Residents’ Association</u></b></p> <p><b>20.1</b> The Minutes of the meeting held on 7<sup>th</sup> April 2025 had been noted Following instruction from Members, the Clerk has requested clarification on the item relating to Beacon Wood Country Park. Awaiting response.</p> <p><b>20.2</b> The agenda and supporting papers for the meeting on 2<sup>nd</sup> June 2025 were noted.</p>																
<b>21</b>	<p><b><u>Finance</u></b></p> <p><b>21.1 Balance as at 31 May 2025</b> on all accounts</p> <p><b><u>Bean Parish Council (Co-op)</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Reserve Account</td> <td style="text-align: right;">14,537.86</td> </tr> <tr> <td>Current Account (No. 1 account)</td> <td style="text-align: right;">31,718.08</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">17.66</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>46,273.60</b></td> </tr> </table> <p>The following was noted</p> <ol style="list-style-type: none"> <li>1) The total in the current account includes £20,213.43 received from FoBW. This will be transferred to Bean Parish Council (Unity Trust) account for Beacon Woods.</li> <li>2) As of 31 May, income from Beacon Wood car-parking for March and April totalled £1,432.50 and expenditure totalled £1,049.55 (£500 opening deposit for Unity Trust account and £549.55 closing BW April and May). The balance of £382.95 will also be transferred to the Unity Trust account.</li> <li>3) Total to be transferred from current account No.1 to Unity Trust account £20,596.38.</li> </ol> <p><b><u>Bean Village Hall (Co-op)</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account (No. 2 account)</td> <td style="text-align: right;">16,827.87</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">14.29</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>16,842.16</b></td> </tr> </table> <p><b><u>Bean Parish Council (Unity Trust – Beacon Woods)</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current account</td> <td style="text-align: right;">500.00</td> </tr> </table>	Reserve Account	14,537.86	Current Account (No. 1 account)	31,718.08	Petty Cash	17.66	<b>TOTAL</b>	<b>46,273.60</b>	Current Account (No. 2 account)	16,827.87	Petty Cash	14.29	<b>TOTAL</b>	<b>16,842.16</b>	Current account	500.00
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**21.2 Bank and Scribe reports up to 31 May 2025**

The following were received and discussed

- Co-op Bank transactions on all accounts 1- 31 May 2025
- Bank reconciliation on all accounts as at 31 May 2025 was agreed 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

**21.2 Internal Auditor's Report - May 2025**

Was received and it was noted that there were no actions to be taken.

**21.4 2024-2025 Accounts****21.4.1 Financial Year 2024-2025**

The following documents, produced by SCRIBE, had 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

**21.4.2 Financial Year 2024-2025 – Annual Governance and Accountability Return 2024/25 Part 3****21.4.2.1 Annual Internal Audit Report 2024-25**

It was noted that this has been completed by our Internal Auditor and dated 25<sup>th</sup> May 2025 and the invoice of £140 for the work undertaken has been paid

**21.4.2.2 Section 1 – Annual Governance Statement 2024/2025 Was completed, signed and dated.****21.4.2.3 Section 2 – Accounting Statement 2024/25**

Refer also

- Bank reconciliation/balance sheet
- Explanation for reason to restate 2023-2024 box
- Reconciliation between Box 7 and Box 8
- Explanation of Variances
- Explanation of increase in Precept
- Explanation of increase in assets

**Was approved, signed and dated.**

**21.3.2.4 Notice for Public Inspection*****RESOLVED***

*That the approved unaudited Annual Return be posted on the Council's website on Tuesday 10<sup>th</sup> June 2025 together with the notice for Public Inspection stating that the notice period for Public Inspection will be from Wednesday 11th June to Tuesday 22<sup>nd</sup> July 2025.*

	<p><b>21.5 Appointment of Internal Auditor for 2025-2026</b></p> <p><b>RESOLVED</b> <i>That Lionel Robbins be appointed Internal Auditor for 2025/2026</i></p> <p><b>21.6 New contract for photocopier</b> Members considered the following quotation for replacement photocopier <b>Total Proposed Combined Spend £40.00 per month (fixed)</b> The above provides for the following:</p> <ul style="list-style-type: none"> <li>▪ 1 x Ricoh C3000 (A4 and A3)</li> <li>▪ Lease Rental</li> <li>▪ Service * Maintenance/Toner/Parts</li> <li>▪ 11,880 mono copies included</li> <li>▪ 10,085 colour copies included</li> <li>▪ Excess colour cost-per-print charge 0.04 pence and mono 0.005 pence</li> </ul> <p>Notes: No charges for scanning or delivery of toners</p> <p><b>RESOLVED:</b> <i>To enter into a lease rental contract, against Order No. BPC/25-26/06 with Managed Technology as proposed 08/05/2025 received by email on 16 May 2025 10:14 for a sixty-six (66) month period fixed for thirty (30) months including the following</i></p> <ul style="list-style-type: none"> <li>▪ 1 x Ricoh C3000 (A4 and A3)</li> <li>▪ Lease Rental</li> <li>▪ Service * Maintenance/Toner/Parts</li> <li>▪ 11,880 mono copies included</li> <li>▪ 10,085 colour copies included</li> <li>▪ Excess colour cost-per-print charge 0.04 pence and mono 0.005 pence</li> </ul> <p>Notes: No charges for scanning or delivery of toners</p> <p><b>21.7 Contract for Hall Caretaker</b> The draft contract for Hall Caretaker was approved.</p> <p><b>21.8 Contract for Park Manager</b> The draft contract for Park Manager was approved.</p>
22	<p><b><u>Items of interest</u></b></p> <p><b>22.1</b> Chair's Items - None</p> <p><b>22.2</b> Borough Councillor's Items</p> <p><b>22.3</b> Members' Item – noted that School Lane has been resurfaced.</p> <p><b>22.4</b> Clerk's Items – report was noted including that quotations will be obtained to replace the gate in Sandy Lane.</p>

**There being no further business the Chair closed the meeting at 20.50hrs.**

**Chair.....**

**Date .....**