

MINUTES
ANNUAL MEETING OF
BEAN PARISH COUNCIL
Monday 11th May 2026 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. K Turner-Burgin (Chair), Cllr. S Weeks, Cllr. T Williams

There were no members of the public present. PC Swan and a 2nd officer attended from 7.33pm until 7.45pm.

	Agenda Item
1	<u>Apologies for absence</u> Were received and accepted from Cllr. J Turner-Burgin.
2	<u>Register of Pecuniary Interests (Localism Act 2011, s 31)</u> 2.1 Updates to Disclosable Pecuniary Interests form (DPIs) 2.1.1 Change to Cllr. K Turner-Burgin employment noted. 2.2 There were no declarations of interest against an agenda item. 2.2.1 It was noted that Cllr. Hammock sits on DBC Development Board and therefore would refrain from any discussions or decisions regarding planning matters.
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. Kevin Clarke nominated Cllr. Keith Turner-Burgin for the position of Chair of the Council and the nomination was seconded by Cllr. Tracey Williams. 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. David Hammock nominated Cllr. Anna Munday for the position of Vice-Chair of the

	<p>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.</p>
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 13th 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><i>RESOLVED:</i> <i>That the Minutes of the Parish Council held on Monday 13th April 2026 be approved and adopted as a true record</i></p>
8	<p><u>Chair's Items</u> The Chair advised that he had no items of an urgent nature which required discussion.</p>
9	<p><u>Delegation to Committees/Officers</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 Scheme of Delegation Was reviewed and approved.</p> <p>9.2 Village Hall Committee</p> <p>9.2.1 The Terms of Reference of the Village Hall Committee were reviewed and approved.</p> <p>9.2.2 Cllrs. Clarke, Hammock, Munday and Weeks were appointed members to the Village Hall Committee</p> <p>9.3 HR Committee</p> <p>9.3.1 The minutes of the HR Committee meeting held on 20 April 2026 were noted.</p> <p>9.3.2 Members discussed the proposal from the HR Committee to out-source all HR matters relating to staffing and to appoint Peninsula on a 60-month fixed Agreement to provide Employment Services as set out in their UK Service Agreement dated April 2025 which had been sent to all Councillors.</p> <p><i>RESOLVED:</i> <i>That Bean Parish Council enter into a 60-month fixed contract with Peninsula for the provision of Employment Services as set out in their UK Service Agreement dated April 2025.</i></p>

	<p>9.3.3 Members considered the HR Committee’s recommendation that this Committee be renamed Staffing Committee.</p> <p>RESOLVED: <i>That the HR Committee be known as the Staffing Committee.</i></p> <p>9.3.4 Members discussed the appointment of members to the Staffing Committee.</p> <p>RESOLVED: <i>That Cllr. Munday be appointed Chair of the Staffing Committee together with two Councillors with no connection to any of the matters on the Staffing Committee agenda/s and confirmed at the time the meeting is called.</i></p>
10	<p><u>Standing Orders, Financial Regulations, Statement of Internal Control</u> Members are presented with draft documents, based on model templates produced by the National Association, for consideration and adoption.</p> <p>10.1 To review and APPROVE Standing Orders (May 2026) There have been no changes made to this document since last approved May 2025.</p> <p>RESOLVED <i>That the Standing Orders (May 2026), be approved.</i></p> <p>10.2 To review and APPROVE Standing Orders relating to Contracts (May 2026). There have been no changes made to this document since last approved May 2025.</p> <p>RESOLVED <i>That Standing Orders relating to Contracts (May 2026) be approved</i></p> <p>10.3 To review and APPROVE Financial Regulations (October 2024)</p> <p>RESOLVED <i>That Financial Regulations (October 2024) be approved</i></p> <p>10.4 To review and APPROVE Statement of Internal Control</p> <p>RESOLVED <i>Statement of Internal Control be approved</i></p>
11	<p>Other Statutory Policies To review and APPROVE the following:</p> <p>11.1 Code of Conduct 11.2 Complaints Policy 11.3 Risk Management Policy</p> <p>Members requested that the following addition be made to section regarding Computer Data.</p> <ul style="list-style-type: none"> - An additional external hard drive is held off site in a secure location and updated Monthly.

	<p><u>RESOLVED</u> <i>That the Code of Conduct, Complaints Policy and Risk Management Policy be approved</i></p>
12	<p>GDPR The following GDPR Policies were APPROVED at the March 2026 meeting of the Council</p> <p>12.1 Councillor Data Protection Commitment 12.2 Data Protection and Information Security Policy 12.3 Breach Notification Policy 12.4 Privacy Policy 12.5 Retention Policy 12.6 Data Retention & Disposal Policy 12.7 Information Security Policy 12.8 Subject Access Request Policy 12.9 GDPR Audit 12.10 IT Policy 12.11 Publication Scheme</p> <p>12.12 It was noted that the Parish Council is registered with the ICO Registration reference: ZA143817</p> <p>The following new policy was approved. 12.13 CCTV Policy 12.14 An example of required signage for CCTV deployment was noted.</p>
13	<p><u>Delegation of duties</u></p> <p>13.1 To delegate Parish duties and responsibilities 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 J Turner-Burgin and Cllr K Turner-Burgin Footpaths – All councillors Beacon Woods – Cllr J Turner-Burgin and Cllr. Clarke Fields/stables – Cllr. S Weeks</p> <p>13.2 To consider any other delegated duties and responsibilities. Responsibility for Village flagpole and flag flying protocols – Cllr. K Turner-Burgin</p>
14	<p><u>Appointments and nominations</u> To appoint members to outside bodies, including:</p> <ul style="list-style-type: none"> - KALC Area Committee – Cllrs J Turner-Burgin and K Turner-Burgin and Clerk - Parish Forum – Chair and Clerk - Bluewater Community Forum – Cllr. Munday - Elders Forum – Cllr. Weeks - IAG – Cllr. T Williams - Allotments - Cllr. Munday will be the Council’s representative on the Association’s committee.
	<p>At 19.29 the Police arrived and the Chair moved that Agenda Item 23 be brought forward on the agenda</p>

23	<p><u>Kent Police</u></p> <p>23.1 Ward surgery – Thursday 16 July 2026 at 1700 at Long Valley Hall, Longfield</p> <p>23.2 Kent PCC’s Spring Newsletter – noted</p> <p>23.3 PC Swan updated Councillors on matters discussed at the April meeting and noted the Clerk’s report regarding the grafitti on Beacon Wood dipping platform. PC Swan also apprised Councillors of a forthcoming operation directed at anti-social behaviour involving quad bikes which had been centred on Darenth but has now been extended to include Bean.</p>
	<p>The Chair thanked the police for their attendance and they left the meeting at 19.45</p>
15	<p><u>Inventory of land and other assets</u></p> <p>Members were presented with the schedule of assets produced by SCRIBE and reviewed the inventory of land and other assets including buildings and office equipment.</p>
16	<p><u>Insurance</u></p> <p>Members were presented with a copy of the insurance schedule.</p> <p>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 the Clerk, in conjunction with Cllr. Clarke.</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>
17	<p><u>Annual Subscriptions</u></p> <p>The following Annual Subscriptions to outside bodies were agreed:</p> <ul style="list-style-type: none"> - KALC - ICO - SLCC - CPRE
18	<p><u>Policies</u></p> <p>18.1 The following policies, which have had no changes made to them since last approved at the 2025 meeting, were reviewed and approved.</p> <ul style="list-style-type: none"> • Arrangements for dealing with Code of Conduct Complaints (2026) • Co-option Policy (2026) • Body Worn Video Camera (2026) • Animal Welfare Policy (2026) • Confidentiality Policy (2026) • Health & Safety (2026) • Member-Officer Relations ‘Protocol (2026) • Social Media Policy (2026) • Training – Leadership & Development (2026) • Attendance at meetings (202) • Vexatious Complaints (2026) • Dispensations Procedure (2026) • Policy for dealing with Press and Media (2026)

	<p>18.2 Councillors' Data Protection Commitment It was noted that all Councillors signed this document in May 2024.</p>
19	<p><u>Future Meetings</u></p> <p>19.1 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 2027.</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 September when the meeting will be held in the 1st week and December when the meeting will be held in the 3rd 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>19.2 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 the discretion of the Chair</i></p>
20	<p><u>Correspondence</u> The following items of correspondence were noted:</p> <ul style="list-style-type: none"> - The Rural Bulletin – 14, 21, 28, April, 6 May - RSN National Rural Conference Monday 14th - Thursday 17th September 2026 - online - May Neighbourhood Watch newsletter - William Meakin, funeral Monday 18th at 11am, St Nicholas Church - CPRE April 2026 newsletter - RSVG April 2026 Roundup
21	<p><u>KALC/SLCC/NALC</u> 21.1 NALC Chief executive's bulletin 16, 23, 30 April</p>
22	<p><u>Consultations</u> 22.1 Dartford Planning Policy – Public Consultation https://www.dartford.gov.uk/policy-1/supplementary-planning-documents deadline of Wednesday 27th of May 2026.</p>

24	<p><u>Planning</u></p> <p>The following were noted</p> <p>24.1 Weekly planning lists from DBC including Planning Decisions taken under delegated powers</p> <p>24.2 Weekly planning lists from EDC</p> <p>Members considered</p> <p>24.3 26/00254/FUL – revised application 5 Drudgeon Way Erection of a two-storey side extension</p> <p>No comments</p> <p>The following appeal to the Secretary of State was noted</p> <p>24.4 DA/26/00160/FUL appeal ref 6008745 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 & 155 of the NPPF.</p> <p>It was noted that permission has been GRANTED</p> <p>24.5 DA/26/00239/FUL 2 Annie Cottages High Street Bean Kent Erection of a single storey rear extension</p> <p>The refused Details below were noted</p> <p>24.6 23/01286/FUL (appeal APP/T2215/W/25/3359417) 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>
25	<p><u>Highways</u></p> <p>25.1 Cllr Clarke gave a verbal report on Road Safety & Active Travel Group (RSATG) Seminar which he attended in Maidstone on Tuesday 21 April 2026. Cllr. Clarke reported that it was a very interesting session comprising a number of presentations including:</p> <ul style="list-style-type: none"> - Vision Zero – it is KCC’s target to have zero deaths on the roads by 2050) - Speedwatch - Schools Active Travel Group – who give advice to deal with parking outside

	<p>schools</p> <ul style="list-style-type: none"> - Intelligence/Data handling <p>Of particular interest was KCC use of data to drive decision and investment. Cllr. Clarke will follow up with the team leader and the following salient facts were noted.</p> <p>The Team Leader acknowledges that the data they capture is far from complete relying mainly on police reports and automatic traffic monitoring (rubber tubes). He is keen to capture anecdotal data to fill in some gaps. Unfortunately, as is always the case with data the people using it are not always aware of its limitations. possibly why Bean roundabout is not seen as an issue. It appears that only identified “hot spots” are likely to see any investment.</p> <p>Cllr. Clarke discussed with the Team Leader, this Council’s view that the almost hourly unrecorded altercations at Bean roundabout could well set the driving standards for many an onward journey and possibly result in accidents elsewhere.</p> <p>The following actions by Cllr. Clarke were agreed:</p> <ul style="list-style-type: none"> • Follow-up capture of anecdotal data methods with the Team Leader • Attempt to get Bean roundabout as a “hot spot” (BW police may contribute to the data as they have been heavily involved in sorting out traffic incidents on the approach road to BW. • Identify improvements to road markings that may reduce issues at Bean Roundabout (similar marking to those used in Maidstone) <p>The Chair thanked Cllr. Clarke for attending the Road Safety & Active Travel Group (RSATG) Seminar on behalf of Bean PC and for his report and looked forward to receiving an update in due course.</p>
26	<p><u>Environmental Issues</u> No matters to consider.</p>
27	<p><u>Footpaths</u> No matters to consider</p>
28	<p><u>Beacon Woods</u></p> <p>28.1 The correspondence with UKCPS regarding the deployment of ANPR cameras was noted and it was further noted that the ANPR in the first car-park was repaired on Friday 8th April</p> <p>28.2 Car Park income for £789.75 April plus £40 donations, total £829.75</p> <p>28.3 Cllr. Clarke presented a proposal for the installation of CCTV at Beacon Woods</p> <p><i>RESOLVED:</i> <i>That the Council approve the purchase of camera and cloud-based storage up to a total expenditure for the first year of £500 and that advice be sought from local security companies as to the best package to purchase.</i></p>
29	<p><u>Recreation Facilities</u> No matters to consider.</p>
30	<p><u>Bean Village Hall</u></p> <p>30.1 Inspection of grounds for Japanese Knotweed, Monday 18th May 1pm.</p>

	30.2 PAT and EICR inspections to take place in June, date to be agreed.																
31	<u>Allotment Association</u> No matters to consider.																
32	<p><u>Finance</u></p> <p>32.1 Bank and Scribe reports up to 30 April 2026 The following were noted</p> <ul style="list-style-type: none"> - Co-op Bank transactions on all accounts 1- 30 April 2026 - Bank reconciliation on all accounts was approved 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>32.2 Balance as at 30 April 2026 on all accounts</p> <p><u>Bean Parish Council</u></p> <table border="1"> <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>TOTAL</td> <td>31,283.81</td> </tr> </table> <p>Reserve account includes an interest payment of £83.71</p> <p><u>Bean Village Hall</u></p> <table border="1"> <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>TOTAL</td> <td>22,571.43</td> </tr> </table> <p><u>Beacon Woods – Unity Trust Account</u></p> <table border="1"> <tr> <td>Current Account</td> <td>21,979.52</td> </tr> </table> <p>Income: March car-parking £544.50 Donations April £40</p> <p>Expenditure: 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	TOTAL	31,283.81	Current Account (No. 2 account)	22,501.76	Petty Cash	69.67	TOTAL	22,571.43	Current Account	21,979.52
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33	<p><u>Items of interest</u></p> <p>33.1 Chair's Items -None</p> <p>33.2 Borough Councillor's Items - None</p> <p>33.3 Members' Items – Cllr. Munday reported that the pedestrian gate to the Allotments had been found unlocked. It appears that some allotment holders are reluctant to lock the gate when they leave as they are unsure if someone is still working on an allotment. Councillors re-iterated that that there should be a tally board at the entrance which everyone should be using. Councillors suggested that this should be included in the Tenancy Agreement.</p>																

	<p>33.4 Clerk's Items Quotes being sought for replacement wood retaining perimeters of all the Trim Trail equipment Sight line on exiting Beacon Woods to be cleared</p>
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There being no further business the Chair closed the meeting at 9pm

Chair.....

Date