

BEAN PARISH COUNCIL

MINUTES
ANNUAL MEETING OF
BEAN PARISH COUNCIL
Monday 13th May 2019 at 7.00 pm at
Bean Village Hall

Members noted that the guillotine would not be in operation at this meeting in order to facilitate the completion of the statutory documentation.

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. Prior to the Meeting the Chair drew attention to the protocol regarding the audio and visual recording of the Meeting or of any part thereof.

Present: Cllr. C Bates, Cllr. K Burgin, Cllr. D Hammock, Cllr. K Impiazzi, Cllr. A Munday
 Cllr. SA Weeks, Cllr. D Wood.

	Agenda Item	
1	<u>Apologies for absence</u> None. All members were present.	
2	<u>Statutory documentation for completion</u> 2.1 Declaration of acceptance of office Completed and signed by all members 2.2 Code of Conduct Signed by all members 2.3 Declarations of Disclosable Pecuniary Interests (DPIs) Completed and signed by all members 2.4 Data Protection Commitment Signed by all members 2.5 Declarations of any DPIs against any agenda item. None	
3	<u>Election of Chairman</u> Cllr. Munday, seconded by Cllr Hammock, nominated Cllr. Burgin for the position of Chair of the Parish Council. There were no other nominations and Cllr. Burgin was duly elected unopposed.	
4	<u>Declaration of Acceptance of Office by the Chairman</u> Was completed and signed by Cllr. Burgin.	
5	<u>Election of Vice-Chairman</u> Cllr. Hammock, seconded by Cllr. Burgin, nominated Cllr. Munday for the position of Vice-Chair of the Parish Council. There were no other nominations and Cllr. Munday was duly elected unopposed.	
6	<u>Minutes</u> Minutes of the Council Meeting held on Monday 8 th April 2019 that they be received as a true and complete record and that the resolutions contained therein	

	<p>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 8th April 2019 be approved and adopted as a true record</i></p>	
7	<p><u>Matters Arising</u> None</p>	
8	<p><u>Announcements from the Chair</u> The Chair invited the Community Warden to give his report. (Refer Agenda Item 13)</p>	
9	<p><u>Standing Orders</u></p> <p>9.1 Members reviewed Standing Orders (May 2018) Cllr. Hammock, seconded by Cllr. Weeks, proposed that the Standing Orders be approved and adopted.</p> <p><i>RESOLVED</i> <i>That the Standing Orders (May 2018) be approved and adopted as the Standing Orders of Bean Parish Council</i></p> <p>9.2 Members reviewed Standing Orders relating to Contracts (May 2018) Cllr. Hammock, seconded by Cllr. Weeks, proposed that the Standing Orders relating to Contracts be approved and adopted.</p> <p><i>RESOLVED</i> <i>That the Standing Orders relating to Contracts (May 2018) be approved and adopted as the Standing Orders relating to Contracts of Bean Parish Council.</i></p>	
10	<p><u>Delegation of duties</u></p> <p>10.1 The following Parish duties and responsibilities were agreed Allotments – to remain under the management of Bean Allotment Society. Bean Hall Sub-committee – Cllrs. Hammock, Munday and Weeks Recreation ground – Cllr. Impiazzi Footpaths – Cllrs. Burgin and Impiazzi Beacon Woods – Cllr. Impiazzi Fields/stables – Cllr. Bates War memorial – Cllr. Weeks</p>	
11	<p><u>Appointments and nominations</u> The following appointments to outside bodies were made</p> <ul style="list-style-type: none"> - KALC Area Committee – Cllrs. Burgin & Impiazzi - Parish Forum – Cllrs Burgin & Impiazzi - Bluewater Forum – Cllrs. Bates, Impiazzi and Munday - Beacon Wood Steering Committee – Cllrs Hammock & Weeks (with Clerk) - FoBW – Cllr. Impiazzi and Clerk - Elders Forum – Cllr. Weeks - Darenth Park – Cllrs. Hammock & Weeks 	

12	<p><u>Future Meetings</u></p> <p>12.1 Full Council Meeting Members discussed meeting dates and times and the following was resolved.</p> <p>RESOLVED <i>That the meetings of Bean Parish Council be 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 extraordinary meeting. The Annual Parish Meeting will take place in April 2020</i></p> <p>12.2 May 2020 Meeting date Members considered the Clerk's request that the May 2020 meeting be moved from the 2nd Monday of the month (11th) to the 3rd Monday (18th).</p> <p>RESOLVED <i>That the May 2020 meeting of Bean Parish Council be moved from the 2nd Monday of the month (11th) to the 3rd Monday (18th).</i></p> <p>12.3 Bean Village Hall Sub-Committee Members discussed the dates, times and venue of meetings of the Village Hall Sub-committee for the year.</p> <p>RESOLVED <i>That the meetings of Bean Village Hall sub-committee be held on the 3rd or 4th Mondays (dependent on Councillor availability) of alternate months at 2pm at Bean Village Hall, commencing May 2019.</i></p>	
13	<p><u>Community Rural Warden</u></p> <p>The Community Warden apologised for being unable to attend recent meetings. Members received his report which included:</p> <ul style="list-style-type: none"> - Information on the Fire Prevention course he had recently attended relating especially to areas such as Beacon Woods and Members suggested that the information might also be of interest to the school, especially for those classes using Beacon Woods for various activities. - Concerns are being raised that there will be an increase in fly-tipping in the area when the fees are introduced at Pepperhill for rubble, soil, plasterboard and tyres - There are a number of scams currently operating in the area including contractors using vans without company/contact details offering to install dropped kerbs and a number of telephone call scams, including one purporting to be from BT. Residents are being warned not to reveal personal and financial information over the phone. - Members were advised that many residents are unwilling to report suspicious activities, crime and anti-social behavior but that it is very important that they do so that the police can identify 'hot spots' in the Borough and respond accordingly. If residents wish to remain anonymous, they can use the Crime Stoppers telephone 0800 555 111 or report online https://crimestoppers-uk.org/give-information/forms/give-information-anonymously. 	

	<ul style="list-style-type: none"> - As a community we should be looking out for the vulnerable people in the village and any concerns should be reported to the Community Warden <p>The Chair thanked the Community Warden for his report and advised that many residents had commented on seeing him regularly around the village.</p>	
14	<p><u>Correspondence</u></p> <p>The following items of correspondence were noted.</p> <ul style="list-style-type: none"> - Public consultation on the proposed Alkerden Education Campus in Whitecliffe, which will include a 2FE Primary School, 8FE Secondary School, and a Dual-Use Sports Centre. A planning application is being prepared for the site. 3.00-7.00 pm on Tuesday 30th April at Castle Hill Community Centre, Ebbsfleet Valley, DA10 1AD - Invitation to the Chairman to attend the AGM of DBC 22 May 2019. Cllr. Burgin confirmed that he would be attending. - Rural news - Came & Co Spring Newsletter - Article from CPRE – setting up the planning system to fail 	
15	<p><u>KALC/SLCC/NALC</u></p> <p>The following were noted.</p> <p>15.1 NALC’s Chief Executive’s Newsletter</p> <p>15.2 NALC April newsletter</p>	
16	<p><u>Parish Forum</u></p> <p>16.1 Members received a report on the meeting held on 9th April 2019 which had included:</p> <ul style="list-style-type: none"> - discussions on members’ allowances - a report from the police on four recent different operations culminating in the arrest of all parties of interest. Notification that Kent Police will be employing an extra 200 police officers. <p>The Chair advised that he had asked why it was that the Community Wardens did not carry radios and was advised that it was too political to discuss.</p> <p><u>RESOLVED</u></p> <p><i>That a letter be sent, from the Parish Council, to KCC Head of Community Safety.</i></p> <p><i>Stating that ‘Bean Parish Council notes with concern the decision not to issue radios to Community Wardens. From a safety perspective the Council considers that the Wardens are often dealing with volatile situations and should they require assistance or to report a crime they are witnessing currently have to use a phone with no dedicated line to police. In these situations, the Council considers that it would be safer, quicker, and effective to use a radio and would urge KCC and the Kent Police to consider issuing all Community Wardens with radios linked to either CSUs or police direct.</i></p> <p>16.2 The following documentation received after the above meeting was noted:</p> <ul style="list-style-type: none"> - Dartford & Gravesham Community Safety Strategy 	

17	<p><u>Council Policies</u> It was noted that there had been no changes made since last approved, May 2017, to the following policies.</p> <ul style="list-style-type: none"> - Animal Welfare Policy - Complaints Procedure - Confidentiality - CRB Policy - Grievance - Social Media Policy <p><u>RESOLVED</u> <i>That the above policies be approved.</i></p>	
18	<p><u>GDPR</u> No matters to consider at date of publication.</p>	
19	<p><u>Ebbsfleet Development Corporation /Bean Triangle</u> 19.1 A2 Bean & Ebbsfleet Junction The correspondence between CPRE, BRA and HE was noted.</p> <p><u>RESOLVED</u> <i>That Cllrs Burgin and Munday are the Council's nominated representatives to work together with Bean Residents' Association in the preparation of their joint representation at the Public Enquiry.</i></p>	
20	<p><u>Kent Police</u> 20.1 Members NOTED the two graphs for the period March 2018 – February 2019 showing, on the first the Police UK 12 months Report for Bean and Darenth and the second extracting 12 months data for Bean only gives the 2nd Graph. Both show an unlikely Nov to Feb fall. Members were incredulous that the figures provided by Kent Police were accurate as there is no record of known crimes which took place in Watling Street.</p>	
21	<p><u>Planning</u> The following were NOTED</p> <p>21.1 Weekly planning list from DBC 21.2 Weekly planning list from EDC 21.3 DA/19/00238/TPO Land Adjacent 101 Beacon Drive Bean Kent Application to reduce crown by 2m radius, top and sides of 3 No. Hornbeam trees and 1 No. Oak tree subject to Tree Preservation Order No.16 1991 Application GRANTED</p> <p>21.4 DA/19/00622/REM It was NOTED that the original approval was for 2 detached house and that the revised application is for 2 x 2 semi-detached houses moved back 4m from the original 'red line' and the number of parking spaces increased to 10. It was further noted that this application has now been passed to the Development Control Board for consideration.</p>	

22	<p><u>Highways</u> 22.1 The meeting of the Joint Transportation Board which took place on 5th March 2019 was noted. A new Parish representative needs to be appointed.</p>	
23	<p><u>Environmental Issue</u> No matters to consider at date of publication.</p>	
24	<p><u>Footpaths</u> 24.1 Work on DR22 (6-month work programme) took place on 9 & 10th May.</p>	
25	<p><u>Beacon Woods</u> It was noted that there a number of regular maintenance issues which need to be undertaken and that the FoBW would welcome assistance.</p> <p><u>RESOLVED</u> <i>That the FoBW be requested to supply the Parish Council with a list of jobs that could be undertaken by the Parish Handyman and that the Clerk would then liaise between all parties to ensure the work is carried out.</i></p>	
26	<p><u>Recreation Facilities</u> 26.1 Operation Inspection Report dated 10 April It was NOTED all items classed as ‘very low risk’ or ‘low risk’ Equipment identified in need of painting – Parish Handyman Play Panel - Remove the sharp edges on and monitor – Parish Handyman Spinning Panel – weld to be repaired – RD Fabrications Instructions labels for keep fit equipment – Clerk to contact supplier Re-instatement of soil around edges of artificial turf – Parish Handyman Information signs, including emergency information & contacts – Clerk</p>	
27	<p><u>Bean Village Hall</u> 27.1 Japanese Knotweed – spraying 15th May 2019 at 12.30pm 27.2 Work on the men’s’ urinals has been completed.</p>	
28	<p><u>Allotment Association</u> 28.1 Open Day At the Annual Parish Meeting held in April Councillors enquired if the Allotment Society had considered holding an Open Day/s to showcase the Society’s work. The question was put to Society Members who raised concerns that some visitors might view the produce for removal at a later date and therefore agreed that they would not hold an Open Day.</p>	
29	<p><u>Residents’ Association</u> 29.1 Draft Minutes of the Meeting held on 1st April 2019 were received. 29.2 At the meeting which took place on 29th April 2019 the following was noted: London Resort is going ahead. The Bean Triangle Environmental Improvement Strategy Report was discussed. EDC have £66m capital budget but no details have been given on proposed expenditure. Unfortunately, the PCSO was unable to attend the meeting as not on duty.</p>	

30.	<p>Spirit's Rest</p> <p>30.1 DBC Cabinet Meeting 11 April 2019 The following was NOTED. 2. That a report be presented to Cabinet in due course, on the compulsory purchase of part of Council owned land at Spirits Rest Horse Sanctuary, dealing specifically with the compensation elements and the relocation of the displaced tenant's animals to alternative grazing land in the Borough</p> <p>30.2 Member received a report from Spirits Rest which included: The attack on a day-old foal in London Road by a dog which resulted in the death of the foal. An 18' foot python has allegedly been spotted on Dartford Heath. Nearly all the horses have now been removed from in front of Darent Valley Hospital. Members of the public were thanked for their continued help and support.</p>																																																									
31	<p><u>Finance</u></p> <p>31.1 Opening balance 9 April 2018 as per cash book, excluding Petty Cash and No. 2 account</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Reserve Account</td> <td style="text-align: right;">16,080.77</td> </tr> <tr> <td>Current Account</td> <td style="text-align: right;">14,520.25</td> </tr> <tr> <td></td> <td style="text-align: right;">30,601.02</td> </tr> </table> <p><u>Income to 8 May 2019</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Interest (April dep a/c)</td> <td style="text-align: right;">28.08</td> </tr> <tr> <td>Precept</td> <td style="text-align: right;">9,839.00</td> </tr> <tr> <td>S136</td> <td style="text-align: right;">333.00</td> </tr> <tr> <td>Transitional Government Grant</td> <td style="text-align: right;"><u>167.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">10,367.08</td> </tr> </table> <p>Total 40,968.10</p> <p><u>Less expenditure to 8 May 2019</u> By BACS transfer</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 35%;">Payee</th> <th style="width: 30%;"></th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>17/4</td> <td>Appt. Business</td> <td>Photocopier</td> <td style="text-align: right;">70.99</td> </tr> <tr> <td>17/4</td> <td>BR Stacey</td> <td>Gate & fencing at rec</td> <td style="text-align: right;">2646.00</td> </tr> <tr> <td>17/4</td> <td>Castle Water</td> <td>Beacon Woods</td> <td style="text-align: right;">1.77</td> </tr> <tr> <td>17/4</td> <td>Play Inspection</td> <td>Operational inspec. rec</td> <td style="text-align: right;">126.00</td> </tr> <tr> <td>17/4</td> <td>Wrotham Computer</td> <td>Repair & restore HMRC basic tools</td> <td style="text-align: right;">36.00</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td>3/5/19</td> <td>Admin costs</td> <td></td> <td style="text-align: right;">664.75</td> </tr> <tr> <td>3/5/19</td> <td>SL Tree Care</td> <td>Tree work DR22</td> <td style="text-align: right;">554.40</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"><u>4,099.91</u></td> </tr> </tbody> </table> <p>Balance 36,868.19</p> <p>31.2 The following items for payment 31.2.1 By Cheque</p>	Reserve Account	16,080.77	Current Account	14,520.25		30,601.02	Interest (April dep a/c)	28.08	Precept	9,839.00	S136	333.00	Transitional Government Grant	<u>167.00</u>		10,367.08	Date	Payee		Amount	17/4	Appt. Business	Photocopier	70.99	17/4	BR Stacey	Gate & fencing at rec	2646.00	17/4	Castle Water	Beacon Woods	1.77	17/4	Play Inspection	Operational inspec. rec	126.00	17/4	Wrotham Computer	Repair & restore HMRC basic tools	36.00					3/5/19	Admin costs		664.75	3/5/19	SL Tree Care	Tree work DR22	554.40				<u>4,099.91</u>	
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Chq	Payee	Description	
201626	W. Kirby	Litter picking rec& DR22	49.15
201627	J. Becket	April - May expenses	198.72
			247.87

RESOLVED

That the above cheques total £247.87 were approved for payment

Balance after all payments **36,620.32**

31.3 Bean Village Hall accounts

Balance No.2 Account was noted

Bean Village Hall accounts as per cash Book 15,553.04

Petty Cash 225.10

15,778.14

31.4 CIL Payments

We have been advised by DBC that during the period 1 October 2018 to 31st March 2019, £31,470.13 of CIL receipts have been received from development within the Bean Parish Council area. Therefore, a local proportion of £4,720.52 will be transferred to Bean Parish Council.

The CIL regulations set out that this money may be spent on local priorities. Please note any unspent money must be returned to Dartford Borough council after five years. The CIL regulations provide the ability for the parish council and district council to agree priority projects and for the local proportion to be used to support the funding of 'larger' infrastructure, as long as it supports development within the parish area.

31.5 Financial Regulations (February 2016)**31.5.1** Members considered

Reference para 5.10 "If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment."

The following addition was agreed

RESOLVED

That the following be added to para 5.10

BACS payments may be paid by Clerk against agreed and minuted expenditure including orders, contracted work, salaries and utility bills.

31.6 Risk Management Policy (May 2019)

The policy was **APPROVED** with the following amendments

	Security of buildings	M	Contents of Village Hall and Containers in Beacon Wood are insured. Deferred to hall sub-
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			committee
	Sound budgeting to underlie annual precept	L	Councils receives detailed budgets in November. Precept derived annual estimates. Expenditure against budget reported quarterly to Council. Information to continue to be given quarterly and not monthly
LIABILITY	Risk to third party, property or individuals	L	Insurance in place. Recreation ground and Beacon Woods checked weekly. Health & Safety Assessments carried out quarterly on play equipment. Trees investigated when damage reported. RESOLVED that contractors should be issued with Notice to Contractors which stipulates the presentation of their health and safety and insurance details.
	Loss of services of employee	L	Vacancy to be advertised immediately. One member of the Council to be trained to undertake payroll.
<u>RESOLVED</u> <i>That Cllr. Munday be trained to undertake payroll and banking procedures.</i>			

	<p>31.7 Approval of Accounts Receipt of Internal Audit Statement of Internal Control Completion of AGAR Form</p> <p>Will take place at the June Council Meeting</p>	
32	<p><u>Items of interest</u> Chairs Items - none Borough Councillors Items – Cllr. Hammock thanked those who had voted for him as Borough Councillor for Bean and re-iterated the importance of democracy and encouraged people to vote at elections. Cllr. Hammock also confirmed that he has been appointed as the Chair of DBC ‘Audit & Standards’ Committee. Members Items – Cllrs Bates and Wood advised that there remains a water leak from the fields at the bottom of Ightham Cottages Clerks Items – The Clerk has issued Councillors with new email address @beanparishcouncil.uk which should now be used for all Parish Council business.</p>	
33	<p><u>Questions from the Public</u> None</p>	

There being no further business the Chair closed the meeting at 9.35pm

Chair.....

Date