

## BEAN PARISH COUNCIL

**MINUTES**  
**BEAN PARISH COUNCIL**  
**Wednesday 10<sup>th</sup> June 2020 at 7.30 pm**  
**Via Zoom**

**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 Burgin, Cllr. D Hammock, Cllr. K Impiazzi, Cllr. A Munday, Cllr. S Weeks, Cllr. D Wood (joined the meeting after item 18)

**Apologies:** Cllr. C Bates

**Clerk:** Mrs J Becket

	<b>Agenda Item</b>	
<b>1</b>	<p><b><u>Apologies for absence</u></b>  Were received and accepted from Cllr. Bates.</p>	
<b>2</b>	<p><b><u>Declarations of interest</u></b>  The updated register of DPI dated June 2020 will be uploaded to the Parish website and also sent to DBC for inclusion on the Borough website.</p> <p>There were no declarations of interest pertaining to this agenda.</p>	Clerk
<b>3.</b>	<p><b><u>Minutes</u></b>  <b>3.1</b> Minutes of the Council Meeting held on Monday 9<sup>th</sup> March 2020 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>RESOLVED:</b>  <i>That the Minutes of the Parish Council held on 9<sup>th</sup> March 2020 be approved and adopted as a true record</i></p> <p><b>3.2</b> NOTES dated 13 April 2020 circulated to all Councillors for comment on 8<sup>th</sup> April 2020.</p> <p><b>RESOLVED:</b>  <i>That the notes, dated 13<sup>th</sup> April 2020, containing information on actions taken since the March Meeting and circulated to Councillors for comment on 8<sup>th</sup> April 2020 be included with the official Minutes of this Council.</i></p>	
<b>4</b>	<p><b><u>Matters Arising</u></b>  <b>4.1 Scheme of delegation</b>  NALC recommendation that Council should consider strengthening their Scheme</p>	

	<p>of Delegation (s101 of the 1972 LGA), which provides for delegating authority to the clerk for making decisions on behalf of the council. S101 requires formally agreed Terms of Reference by the Council. Decisions would then require the input of 2 members. This action was taken by Councillors on 19<sup>th</sup> March 2020 and recorded in the April 2020 notes.</p> <p><b>RESOLVED:</b>  <i>That the resolution of 19<sup>th</sup> March 2020, ‘that important and urgent decisions are delegated to the Clerk with input from 2 members, initially the Chair &amp; Vice Chair. Should the Chair or Vice Chair not be available, other members will be consulted in their place’, continue in force until such time as the Council resolves otherwise.</i></p> <p><b>4.2 Annual Meeting of Bean Parish Council</b>  This meeting, which was due to have been held in May, was cancelled. <a href="#">The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</a> came into force on 4 April 2020. These regulations have made the following changes</p> <p>4.(1) In respect of a reference in any enactment to a meeting of a local authority, that authority may, as they may determine—  (a) hold such meetings and at such hour and on such days; and  (b) alter the frequency, move or cancel such meetings, without requirement for further notice.</p> <p>(2) Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine.</p> <p>With reference to 4 (2) above  <b>RESOLVED:</b>  <i>That, the Chair of the Parish Council, Cllr. Burgin and the Vice-Chair of the Parish Council, Cllr. Munday, elected at the Annual Meeting of the Parish Council held in May 2019, remain in post until the following Annual Meeting of the Parish Council which will be held in May 2021.</i></p>	
5	<p><b><u>Announcements from the Chair</u></b>  The Chair thanked Councillors for their continued support during these difficult times and for their assistance in enabling the smooth running of the Council.</p>	
6	<p><b><u>Delegation of duties</u></b>  <b>RESOLVED:</b>  <i>That the delegation of duties agreed at the May 2019 Annual Meeting remain in place, until May 2021, as follows</i></p> <ul style="list-style-type: none"> <li>- Allotments – to remain under the management of Bean Allotment Society.</li> <li>- Bean Village Hall – Cllrs. Munday, Hammock, Weeks</li> <li>- Recreation ground – Cllr. Impiazzi</li> <li>- Footpaths – Cllrs. Burgin and Impiazzi</li> <li>- Beacon Woods – Cllrs. Impiazzi and Munday</li> <li>- Fields/stables – Cllr. Bates</li> <li>- War Memorial – Cllr. Weeks</li> </ul>	

7	<p><b><u>Appointments and nominations</u></b>  <b>RESOLVED:</b>  <i>That the appointments agreed at the May 2019 Annual Meeting remain in place, until May 2021, as follows</i></p> <ul style="list-style-type: none"> <li>- KALC Area Committee – Cllrs. Burgin &amp; Impiazzi</li> <li>- Parish Forum – Cllrs Burgin &amp; Impiazzi</li> <li>- Bluewater Forum – Cllrs. Bates, Impiazzi and Munday</li> <li>- Beacon Wood Steering Committee – Cllrs Hammock &amp; Weeks (with Clerk)</li> <li>- FoBW – Cllr. Impiazzi and Clerk</li> <li>- Elders Forum – Cllr. Weeks</li> <li>- Darenth Park – Cllrs. Hammock &amp; Weeks</li> </ul>	
8	<p><b><u>Community Rural Warden</u></b>  No report.</p>	
9	<p><b><u>Correspondence</u></b>  No urgent items to consider</p>	
10	<p><b><u>KALC/SLCC/NALC</u></b>  All information received from the above relating to COVID-19 and other urgent matters have been forwarded to Councillors on receipt.</p>	
11	<p><b><u>Parish Forum</u></b>  All meetings cancelled until further notice.</p>	
12	<p><b><u>Council Policies</u></b>  <b>12.1</b> To APPROVE the following Policies and to note that there have been no changes made since last approved, May 2019:</p> <ul style="list-style-type: none"> <li>- Animal Welfare Policy</li> <li>- Complaints Procedure</li> <li>- Confidentiality</li> <li>- CRB Policy</li> <li>- Social Media Policy</li> </ul> <p><b>RESOLVED:</b>  <i>That the above policies be approved</i></p> <p><b>12.2</b> To APPROVE the following new policies, relating to HR, which have been circulated to all Councillors and following suggestions, amended accordingly. Cllr. Munday has checked all policies and amendments and recommended approval.</p> <ul style="list-style-type: none"> <li>- Health &amp; Safety</li> <li>- Annual Leave</li> <li>- Anti-bullying and Harassment</li> <li>- Assaults on Staff</li> <li>- Capability</li> <li>- Equal Opportunities</li> <li>- Family Leave</li> <li>- Grievance Policy – this is a completely new one based on updated guidance</li> <li>- Jury service</li> </ul>	

	<ul style="list-style-type: none"> <li>- Lone Working</li> <li>- Redundancy</li> <li>- Staff Disciplinary</li> <li>- Stress</li> <li>- Whistleblowing</li> <li>- Member Officer Relations' Protocol</li> </ul> <p><b>RESOLVED:</b> <i>That the above policies be approved</i></p> <p><b>12.3</b> Composition of the HR Committee as the Vice-Chair plus 2 Councillors</p> <p><b>12.4</b> Composition of the Executive &amp; Emergency Committee (EEC) as Chair plus 2 Councillors</p> <p><b>RESOLVED:</b> <i>That, the HR Committee comprise Vice-Chair plus 2 Councillors and the Executive &amp; Emergency Committee (EEC) comprise Chair plus 2 Councillors</i></p> <p><b>12.5</b> New policies</p> <ul style="list-style-type: none"> <li>- Training – Leadership &amp; Development</li> <li>- Dispensation Policy and Form</li> </ul> <p><b>RESOLVED:</b> <i>That the above policies be approved</i></p>	
13	<p><b><u>GDPR</u></b> No matters to consider at date of publication.</p>	
14	<p><b><u>Ebbsfleet Development Corporation /Bean Triangle</u></b></p> <p><b>14.1 A2 Bean &amp; Ebbsfleet Junction</b> <b>A2BE Inspector's Report &amp; Decision Letter</b> was published on 2<sup>nd</sup> June 2020 and comprises of 116 pages. Main decisions are: -</p> <ul style="list-style-type: none"> <li>• Reject RA alternative – for reasons of delay &amp; cost, but not safety or performance!</li> <li>• Accept missing A2 widening as proposal is improvement that helps Garden City</li> <li>• Accept narrow lanes as Safety Control Review Group says risk is not significant</li> <li>• Segregation barrier to be removable; HE/KCC to monitor impact s/b from Bluewater</li> <li>• Site Compounds – Contractor <i>strongly urged</i> to avoid sites in Green Belt</li> <li>• Further Noise Assessment required as unclear where significantly impacted homes are!</li> <li>• In Mar-20 Crown Estates agreed to sell land for landscaping Bean La/Beacon Drive</li> </ul> <p>Unfortunately, some recommendations the Inspector declared outside SoS remit:</p> <ul style="list-style-type: none"> <li>-</li> <li>• Widening Watling Street eastbound to A2 – KCC <i>may</i> wish to consider.</li> <li>• Inspector rejected MOD-3 [Removal of Hope r/a Traffic Lights] – but SoS</li> </ul>	

	<p>says, HE <i>may</i> wish to consider further air quality monitoring and keep matter under review.</p> <ul style="list-style-type: none"> <li>Accepted MOD-5 [controlled crossing on National Cycle Route]- <i>but without</i> Orders</li> </ul> <p><b>14.2 A2 Bean &amp; Ebbsfleet Junction</b> <b>Advanced Planting Bean La/Beacon Dr has begun</b> Planting is required as enlarging Hope Cottages Roundabout removes existing 1999 landscaping. This makes the new high embankment and traffic visible from Beacon Drive.</p>	
15	<p><b><u>Kent Police</u></b> No matters to consider</p>	
16	<p><b><u>Planning</u></b> <b>The following were noted.</b></p> <p><b>16.1</b> Weekly planning list from DBC <b>16.2</b> Weekly planning list from EDC <b>16.3 DA/18/01669 and subsequent appeal dismissal</b> Possible breach of planning reported 4 June 2020 and under investigation. Councillors were advised that 2 leylandii trees have now been felled.</p>	
17	<p><b><u>Highways</u></b> <b>17.1 Bollards on verging in Southfleet Road.</b> Authorisation received from Highways for Parish Handyman to replace damaged bollards. Clerk to obtain pricing before works carried out.</p>	Clerk
18	<p><b><u>Environmental Issue</u></b> <b>18.1</b> Distribution of dog poo bag containers was delayed due to lockdown. This will now be carried out by the Parish Handyman.</p>	
	<b>Councillor Wood joined the meeting</b>	
19	<p><b><u>Footpaths</u></b> <b>19.2 Fly-tipping adjacent to DR22.</b> Occupants of the houses backing onto the footpath received a letter from the Parish Council advising that disposing of rubbish in the ‘open air’ was unlawful and regarded as fly-tipping and that if this action continued, the Parish Council would report it to DBC with a view to prosecution. Sadly, one resident has ignored the letter and continues to dispose of Garden rubbish adjacent to the footpath. The matter has now been passed to DBC Enforcement Officers.</p>	
20	<p><b><u>Beacon Woods</u></b> <b>20.1</b> Beacon Woods was closed to vehicles on 25 March 2020 as a result of the Government’s instructions to restrict movement during COVID-19 and also because we had experienced fly-tipping. On Monday 11<sup>th</sup> May the government advised that parks could open again but the Council agreed that the vehicular gates remain closed until the appointment system for private vehicles at the HWRC Pepperhill had been properly established to</p>	

	<p>avoid the risk of fly-tipping in the car-park by people without appointments being turned away at Pepperhill. However, car-parking outside the entrance on Southfleet Road and on the grass verging became so problematical and dangerous it was agreed to open the vehicular gates on Tuesday 2<sup>nd</sup> June for a trial period, with a review on 8<sup>th</sup> June. It was further agreed that any further fly-tipping would result in the gates being closed immediately.</p> <p><b>20.2 Lafarge Lease</b> No update</p> <p><b>20.3 Tree work to remove dangerous trees</b> Work took place on Monday 8<sup>th</sup> June 2020.</p> <p><b>20.4 Access to Pumping Station, Borehole D, Shellbank Lane</b> Access required on Monday 8<sup>th</sup> June to repair a faulty valve in the pipe. Morrisons/Thames Water have put a new padlock on the access gate and a key will be given to the Parish Council.</p> <p><b>20.5 Repairs to dipping platform and steps</b> The Parish Handyman has carried out a comprehensive programme of repairs to the dipping platform and various steps around the park and has installed handrails where appropriate. Cllr. Munday advised that some of the handrails were wobbly and required securing and that the wire on the dipping platform, installed to prevent visitors slipping in wet conditions, has lifted in places and requires re-securing. Clerk to instruct Parish Handyman to repair.</p>	Clerk
<b>21</b>	<p><b>Recreation Facilities</b></p> <p><b>21.1</b> Facilities remain closed although some residents have climbed over the vehicular access gate to gain entrance.</p> <p><b>21.2 Quarterly inspection</b> for April was cancelled, the next one will take place in July.</p> <p><b>21.3</b> Grass was cut by GSG on 19<sup>th</sup> May 2020</p>	
<b>22</b>	<p><b><u>Bean Village Hall</u></b></p> <p><b>22.1</b> Japanese Knotweed – spraying took place on 28 May 2020</p> <p><b>22.2</b> Jumping Beans returned to use the hall from Monday 1<sup>st</sup> June 2020. There are no other hirers at present and JB are responsible for the cleaning and sanitising of the facilities. Our caretaker is making regular inspections outside of the hiring periods.</p> <p><b>22.3</b> All invoicing and receipts are now up to date for the period ending with the start of the COVID-19 lockdown.</p>	
<b>23</b>	<p><b><u>Allotment Association</u></b> No matters to consider</p>	
<b>24</b>	<p><b><u>Residents' Association</u></b> It was noted that the April, May and June meetings were cancelled.</p>	
<b>25</b>	<p><b><u>Spirit's Rest</u></b> Preparations have begun for the re-location of Spirit's Rest to Binnie Road with both external and internal fencing erected. Planning permission for stables and</p>	

	auxiliary sheds applied for.																					
<b>26</b>	<p><b><u>Finance</u></b></p> <p><b>26.1 Financial Year 2019-2020</b> The following documents have been circulated.</p> <ul style="list-style-type: none"> <li>- Annual return</li> <li>- Balance sheet</li> <li>- Detailed cost centre report</li> <li>- Fixed assets report</li> <li>- Income and Expenditure report</li> <li>- Nett position by cost centre and code</li> <li>- Summary by cost centre</li> <li>- Summary of receipts and payments</li> <li>- BPC Income and expenditure</li> <li>- Village Hall income &amp; expenditure (Balance sheet)</li> </ul> <p>There were no questions.</p> <p><b>26.2 Financial Year 2019-2020 – Annual Governance and Accountability Return 2019/20 Part 3</b></p> <p><b>26.2.1 Annual Internal Audit Report 2019/20</b> It was noted that this has been completed by our Internal Auditor and dated 25 May 2020.</p> <p><b>26.2.2 Section 1 – Annual Governance Statement 2019/20</b> Was COMPLETED and APPROVED</p> <p><b>26.2.3 Section 2 – Accounting Statement 2019/20</b> Was APPROVED</p> <p><b>26.3 Scribe reports to end of May 2020</b> Were noted. There were no questions.</p> <p><b>26.4 Opening balance 1 April 2020 on all accounts</b> <u>Bean Parish Council</u></p> <table border="1"> <tr> <td>Reserve Account</td> <td>16149.02</td> </tr> <tr> <td>Current Account (No. 1 account)</td> <td>4658.88</td> </tr> <tr> <td>Petty Cash</td> <td>75.49</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>20883.39</b></td> </tr> </table> <p><u>Bean Village Hall</u></p> <table border="1"> <tr> <td>Current Account (No. 2 account)</td> <td>830.79</td> </tr> <tr> <td>Petty Cash</td> <td>220.42</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>1051.21</b></td> </tr> </table> <p><b>26.5 Income to 31 May 2020</b> <u>Bean Parish Council</u></p> <table border="1"> <tr> <td>29/4</td> <td>DBC</td> <td>10006.00</td> </tr> <tr> <td>20/5</td> <td>HMRC reclaim (2018-19)</td> <td>2771.52</td> </tr> </table>	Reserve Account	16149.02	Current Account (No. 1 account)	4658.88	Petty Cash	75.49	<b>TOTAL</b>	<b>20883.39</b>	Current Account (No. 2 account)	830.79	Petty Cash	220.42	<b>TOTAL</b>	<b>1051.21</b>	29/4	DBC	10006.00	20/5	HMRC reclaim (2018-19)	2771.52	
Reserve Account	16149.02																					
Current Account (No. 1 account)	4658.88																					
Petty Cash	75.49																					
<b>TOTAL</b>	<b>20883.39</b>																					
Current Account (No. 2 account)	830.79																					
Petty Cash	220.42																					
<b>TOTAL</b>	<b>1051.21</b>																					
29/4	DBC	10006.00																				
20/5	HMRC reclaim (2018-19)	2771.52																				

		<b>12777.52</b>
<u>Bean Village Hall</u>		
27/4	Business Hire	125.00
1/5	Business Hire	25.00
20/5	HMRC reclaim (2018-19)	1140.06
28/5	Youth Group Hire	216.00
		<b>1506.06</b>
<u>Reserve Account</u>		
3/4	Interest	40.26
<b>26.6</b>	<b>Expenditure to 31 May 2020</b>	
	<u>Bean Parish Council</u>	
16/4	KALC membership	560.33
22/4	Photocopy	57.69
28/4	Castle Water	12.20
April	Administration including publications	842.55
11/5	Payment of election fees May 2019	528.64
May	Administration	856.50
29/5	Grass cutting at rec.	160.00
29/5	Internal audit	300.00
		<b>3317.91</b>
<u>Bean Village Hall</u>		
April	Caretaking, cleaning, admin	294.00
20/4	Refund of hall hire due C19	110.00
23/4	Gas	92.87
28/4	Water	118.23
May	Caretaking, cleaning, admin	299.25
22/5	Gas	34.85
May	Consumables – including sanitising supplies C19	313.54
		<b>1262.74</b>
<b>26.7</b>	<b>Staff Salary (Confidential Item)</b>	

There were no other matters to discuss and the Chair closed the meeting at 8.30pm

Chair.....

Date .....