

**BEAN PARISH COUNCIL
REPORT FOR COUNCILLORS
13 April 2020**

The meeting scheduled for Monday 13th April 2020 was cancelled due to COVID-19 lockdown. The following report contains the items that would have been discussed if the meeting had been held.

Councillors were requested to contact the Clerk if they had any questions on the items below.

Councillors were aware that it had been decided to hold the Annual Parish Meeting prior to the April Parish Council Meeting. The Clerk had advised Councillors that there is no legal requirement to hold an Annual Parish Meeting unless called by the Chairman, two Parish Councillors or six local government electors for the Parish. Therefore, this year, as the Council has not received a request from six government electors an Annual Parish Meeting would not be held.

In response to the COVID-19 outbreak Local Councils were strongly advised by NALC to consider the following provision in the LGA 1972

Section 101 of the Local Government Act 1972

101 Arrangements for discharge of functions by local authorities.

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions—

(a) by a committee, a sub-committee or an officer of the authority; or

(b) by any other local authority.

In response to the Coronavirus/COVID-19 outbreak the following advice has been received from NALC/Central Government

Councils should consider strengthening their Scheme 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.

In view of this on 19th March 2020 the Clerk to Bean Parish Council recommended to Councillors by email that they consider giving their agreement to the following Resolution and the relevant change made to Terms of Reference.

Resolution:

Terms of Reference: To agree that important and urgent decisions are delegated to the Clerk with input from 2 members, initially the Chair & Vice Chair. Should the Chair or Vice Chair not be available, other members will be consulted in their place.

The above was **RESOLVED** with written approval from Cllrs. Burgin, Impiazzi, Munday and Weeks and verbal approval from Cllrs. Bates, Hammock and Wood. Confirmation written response from all Councillors was requested and received.

	Agenda Item	
1.	<u>Apologies for absence</u> N/A	
2.	<u>To receive any Declaration of Pecuniary Interests pertaining to this agenda</u> N/A	
3.	<u>Minutes</u> Minutes of the Council Meeting held on Monday 9 th 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. RECOMENDATION: That the Minutes of the Parish Council held on 9th March 2020 be approved and adopted as a true record at the next meeting	
4.	<u>Matters Arising</u> 4.1 Purchase of VE Day Coins Following an email exchange between all Councillors after the March meeting it was agreed to purchase VE Day Coins for all pupils of Bean Primary School and members of the Brownies and Scouts who meet at Bean Village Hall. These have been purchased, Total cost £348.44 plus £69.69 VAT (£418.13)	
5.	<u>Community Warden</u> Chris Bates has been temporarily seconded to Bean but will continue to cover Temple Hill.	
6.	Correspondence No correspondence	
7.	<u>KALC/SLCC/NALC/ Central Government</u> 7.1 The Clerk has completed the KALC questionnaire on behalf of the Council. 7.2 The information being received from Central Government via NALC, KALC and SLCC is being constantly updated. As of 0900 8 th April the situation is as follows. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) come in to force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England. Councillors are in receipt of the full SI together with the briefing paper from NALC.	

8.	<p><u>Borough & Parish Forum</u> All meetings temporarily suspended.</p>																																					
9.	<p><u>Consultations/Training</u> N/A</p>																																					
10.	<p><u>GDPR</u> No matters to consider at date of publication</p>																																					
11.	<p><u>Kent Police</u> 11.1 Reported crimes in Bean for February 2020</p> <table border="1" data-bbox="252 577 1264 1456"> <thead> <tr> <th data-bbox="252 577 635 660">10 Bean Reported Crimes February 2020</th> <th data-bbox="635 577 938 660"></th> <th data-bbox="938 577 1264 660"></th> </tr> <tr> <th data-bbox="252 660 635 698">Location On or near</th> <th data-bbox="635 660 938 698">Category</th> <th data-bbox="938 660 1264 698">Outcome status</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 698 635 779">Bean Lane</td> <td data-bbox="635 698 938 779">Anti-social behaviour</td> <td data-bbox="938 698 1264 779"></td> </tr> <tr> <td data-bbox="252 779 635 860">Drudgeon Way</td> <td data-bbox="635 779 938 860">Criminal damage and arson</td> <td data-bbox="938 779 1264 860">Under investigation</td> </tr> <tr> <td data-bbox="252 860 635 898">Drudgeon Way</td> <td data-bbox="635 860 938 898">Vehicle crime</td> <td data-bbox="938 860 1264 898">Under investigation</td> </tr> <tr> <td data-bbox="252 898 635 978">Fallowfield</td> <td data-bbox="635 898 938 978">Anti-social behaviour</td> <td data-bbox="938 898 1264 978"></td> </tr> <tr> <td data-bbox="252 978 635 1059">Highcross Road</td> <td data-bbox="635 978 938 1059">Public order</td> <td data-bbox="938 978 1264 1059">Unable to prosecute suspect</td> </tr> <tr> <td data-bbox="252 1059 635 1140">Page Close</td> <td data-bbox="635 1059 938 1140">Violence and sexual offences</td> <td data-bbox="938 1059 1264 1140">Under investigation</td> </tr> <tr> <td data-bbox="252 1140 635 1220">Sandy Lane</td> <td data-bbox="635 1140 938 1220">Violence and sexual offences</td> <td data-bbox="938 1140 1264 1220">Under investigation</td> </tr> <tr> <td data-bbox="252 1220 635 1301">Turner Road</td> <td data-bbox="635 1220 938 1301">Anti-social behaviour</td> <td data-bbox="938 1220 1264 1301"></td> </tr> <tr> <td data-bbox="252 1301 635 1382">Turner Road</td> <td data-bbox="635 1301 938 1382">Anti-social behaviour</td> <td data-bbox="938 1301 1264 1382"></td> </tr> <tr> <td data-bbox="252 1382 635 1462">Watling Street</td> <td data-bbox="635 1382 938 1462">Anti-social behaviour</td> <td data-bbox="938 1382 1264 1462"></td> </tr> </tbody> </table>	10 Bean Reported Crimes February 2020			Location On or near	Category	Outcome status	Bean Lane	Anti-social behaviour		Drudgeon Way	Criminal damage and arson	Under investigation	Drudgeon Way	Vehicle crime	Under investigation	Fallowfield	Anti-social behaviour		Highcross Road	Public order	Unable to prosecute suspect	Page Close	Violence and sexual offences	Under investigation	Sandy Lane	Violence and sexual offences	Under investigation	Turner Road	Anti-social behaviour		Turner Road	Anti-social behaviour		Watling Street	Anti-social behaviour		
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12.	<p><u>Planning</u> 12.1 Weekly planning list from DBC 12.2 Weekly planning list from EDC 12.3 DA/ 20/00350/FUL 46 Foxwood Road Bean Kent DA2 8BH Erection of a single storey rear extension, conversion of existing integral garage into habitable room with associated alterations to front elevation, provision of dormer window in rear elevation and roof lights on front elevation in connection with providing additional rooms in the roof space Councillors had been contacted by the Clerk via email inviting comments. No comments or objections had been received from Councillors.</p>																																					

13.	<u>Ebbfleet Development Corporation/Eastern Quarry</u> No matters to consider.	
14.	<u>Highways</u> 14.1 Update on response from Highways to the Council's request for information on the process to apply for a 20pmh speed limit throughout the estate. Deferred until later date.	
15.	<u>Environmental Issues</u> No matters to consider	
16.	<u>Footpaths</u> No matters to consider	
17.	<p><u>Beacon Woods</u></p> <p>17.1 On 25th March 2020 the car-park and vehicular access to Beacon Woods were closed for the following reasons, in chronological order.</p> <ol style="list-style-type: none"> 1) Since the closure of Pepperhill re-cycling centre we have had fly-tipping in the car-park 2) All the other local parks/open areas (Jeskyns, Shorne, Trosley) had closed their car-parks and we did not want more visitors to Beacon Woods which would make social distancing more difficult. 3) To discourage visitors from outside of Bean to visit the woods in line with Government's instruction that when exercising to stay local and use open spaces near to your home where possible – do not travel unnecessarily. <p>Local residents have access to the woods via Shellbank and the pedestrian entrances opposite School Lane and the Post Office. However, the council has received calls from residents angered at the number of vehicles parked outside the woods vehicular entrance, in the road, on the grass verges and in the village itself, owned, we presume, by visitors to the woods. The Police have been informed and we have requested that they leave 'unnecessary journey' advice leaflet on their windscreens. Their registration numbers will be taken and if recorded again may be subject to a fine.</p> <p>17.2 The Council received a request on 31st March 2020 from a planning applicant on land at Drudgeon Farm for permission for Environmental research to be carried out at Beacon Woods. The Clerk consulted with 2 Councillors and it was agreed that the Council's response would be as follows.</p> <p><i>It has been agreed to permit access for your Ecological Consultants, Middlemarch Environmental Ltd, to access Beacon Woods to establish if Great Crested Newts are using the ponds, identified as P1, P2 and P3 on the attached map, for breeding, under the following conditions.</i></p> <ol style="list-style-type: none"> 1. <i>The Parish Council is notified in advance of the days/times when the surveys will be undertaken. We note that they will take place after dark and that the first proposed date is Thursday 2nd April 2020.</i> 2. <i>The gates to the vehicular entrance will not be opened and will remain closed and padlocked. Access must be made on foot only.</i> 	

	<p>3. <i>That the members of the survey team, their equipment and vehicles are suitably covered by Middlemarch Environmental Ltd's insurance and that they comply with appropriate advice during the Covid-19 current situation. The Parish Council will not accept any liability for any damage to Middlemarch Environmental Ltd's and/or their agent's' property or injury to personnel whilst on site and will hold Middlemarch Environmental Ltd liable for any damage to the site as a result of their visit.</i></p> <p>4. <i>That a copy of the Ecological Survey report is sent to Bean Parish Council on completion of the survey</i></p> <p>On 7th April a further request was received for an additional survey to be carried out on 8th April 19.15-22.15 which was approved on 8th April.</p> <p>17.3 Beacon Woods - 10-year lease between Lafarge Cement UK Plc and Bean Parish Council. On 26th March 2020 confirmation was received from the Property Estates Manager at Tarmac that he would make the necessary enquiries and revert.</p> <p>17.4 Tree surgery work to make dangerous trees on woodland track safe. Due to the high winds in February, the woods were closed on 2 separate occasions. The last time they were re-opened was 11th February. However, as some trees had been dangerously damaged in the high winds the Woodland track from the car-park leading down parallel to the fields was CLOSED until further notice. This closure was likely to be for some time until our contractors could attend to make the track safe again. Notices were placed at all the entrances to the track and they were also be taped off. If the notices/tape were removed we asked residents to notify the Council so that we could re-instate them. The tree surgery was scheduled to take place on Thursday 25th March but unfortunately the decision to shut down was made on the same day by our contractors. It would appear that despite the signage and tape remaining in position visitors to the woods are ignoring them and continuing to use the woodland track.</p>	
18.	<p><u>Recreation Facilities</u></p> <p>18.1 On 10th March 2020 the table tennis table was installed</p> <p>18.2 On 24th March 2020, in accordance with Government instructions, the recreation ground was closed. Sadly, this has not stopped some parents lowering their children over the vehicular access gate and then following them to play football and play on the equipment and other visitors using keep-fit equipment under the cover of darkness!</p> <p>18.3 On 26th March Yeomans (Landscape Services) advised that they had suspended all contracts for grass cutting and maintenance until further notice.</p>	
19.	<p><u>Bean Village Hall</u></p> <p>19.1 Update on Christmas Decorations - no update</p> <p>19.2 Update on flag pole – no update</p> <p>19.3 On Friday 20th March the hall was closed to all users with the exception of Jumping Beans who had requested continued use to provide child care for parents who are key workers. However, despite receiving confirmation</p>	

	<p>from parents that they would be bringing their children this did not happen and on Wednesday 25th March the service was rescinded. Jumping Beans will notify us if the situation changes and the hall is needed. The heating has now been turned off.</p> <p>19.4 Invoices were sent for hall use up to 20th March 2020 and all paid before the end of March with the exception of Scouts.</p> <p>19.5 The Hall Committee have agreed that the Caretaker continue to be paid for 6.5 hours per week, which is her average weekly wage. Her duties during the closure will be to visit the hall on a regular basis and carry out a deep clean at a time to be agreed, and to run all taps for 5 minutes and flush all toilets once a week to prevent Legionella's and to water the plants.</p> <p>19.6 In response to the Coronavirus, Covid-19, the Government announced there would be support for small businesses, and businesses in the retail, hospitality and leisure sectors. This support will take the form of two grant funding schemes, the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund. Unfortunately, this funding is not eligible for organisations which raise a precept, so local councils would not be eligible.</p>	
20.	<p><u>Allotment Association</u></p> <p>20.1 The Allotments continue to be used with careful attention being paid to social distancing and they are following the guidelines sent by the National Allotment Society.</p> <p>The Parish Council also wrote the following to the officers of the Association</p> <p><i>As you are aware the situation has changed regarding how much time we are to spend outside and where we are allowed to visit. The allotments are currently open and will remain so until we are advised otherwise. Travel to and from the allotments is permitted if due precautions are taken. Visiting the site constitutes your daily exercise set out by the government.</i></p> <p><i>However, any plot-holder who is self-isolating because a household member is ill with corona-virus should not be visiting the site.</i></p> <p><i>We ask that all tenants visiting the site also bear the following in mind:</i></p> <ul style="list-style-type: none"> • <i>Please keep your distance from other tenants to help limit the spread of the virus. Follow current government guidelines about social distancing.</i> • <i>Do not share tools or any other equipment with another plot holder.</i> • <i>Be careful after touching site gates, locks or other communal assets. Disinfect your hands after each use.</i> • <i>The use of the sites is for allotment tenants only. No groups are allowed on site and only family members that live with the tenant can enter the site if the tenant is also present.</i> • <i>Do not use the water troughs to wash hands or equipment to sterilise them. The water is for watering purposes only. Be careful not to contaminate the troughs with any soap or other chemicals.</i> • <i>Please stay on your plot at all times and do not enter another plot under any circumstances.</i> 	

21.	<p><u>Residents' Association</u></p> <p>21.1 The draft Minutes of the meeting held on 2nd March 2020 have been received and circulated.</p> <p>21.2 April meeting was cancelled.</p>																																																															
22.	<p><u>Spirit's Rest</u></p> <p>No matters to consider.</p>																																																															
23.	<p><u>Finance</u></p> <p>23.1 <u>Income/Expenditure to 31 March 2020</u></p> <p><u>Income</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th></th> <th></th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>30/3/20</td> <td>Transfer</td> <td>From Hall account</td> <td style="text-align: right;">5000.00</td> </tr> </tbody> </table> <p>Expenditure By BACS transfer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Payee</th> <th></th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>16/3/20</td> <td>Table Tennis</td> <td>Table Tennis Tables</td> <td style="text-align: right;">1775.00</td> </tr> <tr> <td>16/3/20</td> <td>Air Ambulance</td> <td>Donation</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>16/3/20</td> <td>Wrotham Computer</td> <td>Setting up of email</td> <td style="text-align: right;">36.00</td> </tr> <tr> <td>23/3/20</td> <td>Wrotham Computer</td> <td>Convert back-up, delete old backups, Adjust after upgrade</td> <td style="text-align: right;">36.00</td> </tr> <tr> <td>23/3/20</td> <td>Running Imp</td> <td>VE day coins</td> <td style="text-align: right;">418.13</td> </tr> <tr> <td>30/3/20</td> <td>Came & Co</td> <td>Insurance</td> <td style="text-align: right;">1633.47</td> </tr> <tr> <td>30/3/20</td> <td>Admin</td> <td></td> <td style="text-align: right;">664.75</td> </tr> <tr> <td>30/3/20</td> <td>JS Becket</td> <td>March expenses</td> <td style="text-align: right;">58.72</td> </tr> <tr> <td>30/3/20</td> <td>Artificial Lawn</td> <td>Laying of artificial turf and siting of tennis table</td> <td style="text-align: right;">2391.60</td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td style="text-align: right;">7,313.67</td> </tr> </tbody> </table> <p>23.2 There were no items to approve for payment</p> <p>23.3 Balance on all accounts as at 31 March 2020</p> <table style="width: 100%;"> <tr> <td>Current Account</td> <td style="text-align: right;">4,648.88</td> </tr> <tr> <td>Reserve Account</td> <td style="text-align: right;">16,149.02</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">75.39</td> </tr> </table> <p>There have been no transactions on the current account 1 – 8th April 2020 There have been no transactions on the petty cash a/c 1 – 8th April 2020 Interest of £40.26 was paid into the reserve account on 3rd April 2020</p> <p>23.4 Hall Accounts as at 31 March 2020</p> <p>23.4.1 Balance on accounts</p> <table style="width: 100%;"> <tr> <td>Balance No. 2 account</td> <td style="text-align: right;">830.79</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">220.42</td> </tr> </table> <p>There have been no transactions on the current or petty cash accounts for</p>	Date			Amount	30/3/20	Transfer	From Hall account	5000.00	Date	Payee		Amount	16/3/20	Table Tennis	Table Tennis Tables	1775.00	16/3/20	Air Ambulance	Donation	300.00	16/3/20	Wrotham Computer	Setting up of email	36.00	23/3/20	Wrotham Computer	Convert back-up, delete old backups, Adjust after upgrade	36.00	23/3/20	Running Imp	VE day coins	418.13	30/3/20	Came & Co	Insurance	1633.47	30/3/20	Admin		664.75	30/3/20	JS Becket	March expenses	58.72	30/3/20	Artificial Lawn	Laying of artificial turf and siting of tennis table	2391.60			TOTAL	7,313.67	Current Account	4,648.88	Reserve Account	16,149.02	Petty Cash	75.39	Balance No. 2 account	830.79	Petty Cash	220.42	
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	<p>The period 1 – 8th April 2020.</p> <p>23.5 End of year Accounts and return of AGAR</p> <p><u>Accounts</u> The end of year accounts, 2019-2020 are being finalised.</p> <p><u>Audit dates</u> Following NALC’s engagement with government around local council audit time-frames final regulations are due to be made the week commencing 6 April which will extend the statutory audit deadlines for 2019/20. It is proposed that:</p> <ul style="list-style-type: none"> - The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020 - To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020 <p>This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.</p> <p>Authorities must publish the dates of their public inspection period this year, and the government recommends that they provide public notice on their websites (where available) when the public inspection period would usually commence, explaining why they are departing from normal practise for 2020. We will provide updates for our members once these regulations have been made. The Joint Practitioners Action Group (JPAG) will also provide an addendum to the Practitioners Guide to layout fully for councils the new time frames that the government puts in place.</p> <p>The government has listened to the sector and recognises the need for an extension to the timeframes for audit. This extension is for two months and not the minimum of at least three months which NALC called for in their response to the consultation on the draft regulations.</p>	
24.	<p><u>Next Meeting</u></p> <p>As of 4th April 2020, the new legislation covered in the 2020 Regulations apply to local authority meetings that are required to be held, or held, before 7 May 2021. The date could be brought forward if Government rules are relaxed. However, this seems unlikely so we are expecting an extension to this legislation.</p> <p>With regard to the May meeting there are usually only 2 ‘urgent’ items.</p> <p>1) Election of Chair and Vice-Chair. The new regulation states <i>At annual meetings, the first order of business is appointments. As local authorities are not required to hold annual meetings under these Regulations, current appointments will continue until the next annual meeting of the authority or when the local authority determines. This provides, in the absence of an annual meeting, continuity of membership.</i></p>	

	<p>2) Approval of the Accounts and AGAR As stated above these have been deferred.</p> <p>Therefore, unless there are any urgent items that cannot be dealt with under Section 101 of the Local Government Act 1972 101Arrangements for discharge of functions by local authorities. There is, currently, no requirement for a May meeting.</p>	
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