

**MINUTES**  
**BEAN PARISH COUNCIL**  
**Monday 26<sup>th</sup> September 2022**  
**at 7pm**  
**at**  
**Bean Village Hall**

**Present:** Cllr. C Bates, Cllr. K Clarke, Cllr. A Munday (Vice Chair), Cllr. S Weeks

In the absence of the Chair, Cllr Munday chaired the meeting.

A minute silence was held in memory of the late Queen

**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 will be taken as read.**

|           | <b>Agenda Item</b>   |  |
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| <b>1</b>  | <b><u>Apologies for absence</u></b><br>Were received and accepted from Cllrs. Burgin and Hammock.  |  |
| <b>2</b>  | <b><u>Declarations of interest</u></b><br><b>2.1</b> There were no updates to the Register of Interests<br><b>2.2</b> There were no declarations of interest against an agenda item.   |  |
| <b>3.</b> | <b><u>Minutes</u></b><br><b>3.1</b> To APPROVE the Minutes of the Council Meeting held on Monday 11 <sup>th</sup> July 2022 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.<br><br><b><i>RESOLVED:</i></b><br><b><i>That the Minutes of the Parish Council held on 11<sup>th</sup> July 2022 be approved and adopted as a true record</i></b>   |  |
| <b>4</b>  | <b><u>Matters Arising</u></b><br><b>4.1 Co-option for Casual Vacancy</b><br>There remains one vacancy on the Council. Having followed due process as detailed in the Council's Co-Option Policy the Council may now co-opt, reference para 3.14 of the above policy.<br><i>Should there be no applicants (2.8-2.10) councillors may nominate individuals to the Clerk who will check they fulfil the criteria and who will issue the nominee with an application form. The voting process (3.1 -3.11) is then applicable.</i><br>No nominations had been received. |  |

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|   | <p><b>4.2 474/475 Bus Route</b></p> <p>It was noted that the enquiry into the cessation of the above service has been delayed until October.</p> <p>The Information Desk at Bluewater Bus Terminus is to be closed permanently</p>  |  |
| 5 | <p><b><u>Announcements from the Chair</u></b></p> <p><b>5.1 Death of Queen Elizabeth II on 8 September 2022</b></p> <p>The Chair confirmed to the Council that the Operation London Bridge protocols, as outlined for Parish Councils, were followed. The Union flag was lowered to half mast on the day of Her Majesty's passing, raised for the proclamation of accession of King Charles III and then lowered again until the official period of mourning was over. Residents were invited, should they wish, to lay floral tributes at Bean Memorial and to sign the Book of Condolence which was sited at the Village Hall on Saturday 17<sup>th</sup> and Sunday 18<sup>th</sup> September from 0930 – 19.30pm. The Union flag was replaced after the funeral by the Parish flag flying at full mast and floral tributes were removed on Tuesday 20<sup>th</sup> September.</p> <p><b>5.2 October meeting</b></p> <p><b><i>RESOLVED:</i></b></p> <p><b><i>That given the proximity to this meeting which had been moved from 12<sup>th</sup> September to 26<sup>th</sup> September, in accordance with legislation following the death of The Queen and the period of National Mourning the October meeting originally scheduled for 10<sup>th</sup> October be moved to 17<sup>th</sup> October at 7pm.</i></b></p> |  |
| 6 | <p><b><u>Community Rural Warden</u></b></p> <p>The Council has been approached by the CRW with a proposal to run Warden Surgeries in Bean on a regular basis. Availability of the hall was discussed and it was agreed that the village hall would be available for these surgeries on Monday afternoons from 3-4pm and this would be advertised initially as a weekly event with the first session scheduled for Monday 5<sup>th</sup> September 2022.</p> <p>On Friday 2<sup>nd</sup> September the Clerk was advised by the CRW that she had resigned and would be leaving the service with immediate effect.</p> <p>The Area Supervisor has advised that interviews for CRWs are currently taken place and hopes to provide Bean with a CRW in the near future once training of the new recruits has been completed.</p> <p>The Area Supervisor is very keen to run the surgeries and will be putting forward a proposal to Council to combine the surgeries with a 'Warm Hub', a place within the local community where people can be assured of finding a safe, warm and friendly environment in which to enjoy refreshments, social activity, information and advice and the company of other people. The Hub would be managed by a CRW.</p>   |  |
| 7 | <p><b><u>Correspondence</u></b></p> <p>To following items of correspondence were noted.</p> <ul style="list-style-type: none"> <li>- Rural Bulletin 16, 23, 31 August. 6, 13 September</li> <li>- Citizens Advice in North &amp; West Kent Energy Talks</li> </ul>  |  |

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|    | <ul style="list-style-type: none"> <li>- RSN Rural Funding Digest - September 2022 Edition</li> <li>- The Queen's Green Canopy Update – memorial tree planting for Her Majesty</li> </ul> <p>Following the death of Her Majesty The Queen, and the wishes of our Patron, His Majesty The King, The Queen's Green Canopy (QGC) initiative will be extended to the end of March 2023 to give people the opportunity to plant trees in memoriam to honour Her Majesty. The Woodland Trust is a partner of the QGC and their Free Trees for Schools and Communities Scheme is a great way to get involved in tree planting, with packs available on a first come first served basis. Information on how to apply for the free saplings is available through the Woodland Trust website.</p> <p>Councillors discussed the purchase of two trees to be sited at the bottom of the new steps down into Beacon Woods from Southfleet Road.</p> <p><b>RESOLVED</b><br/> <i>That the clerk determines the genus of indigenous trees best suited to for planting two trees in memoriam of Her Majesty Queen Elizabeth II at the bottom of the new steps into Beacon Woods from Southfleet Road and to provide the Council with the costs of purchase and planting.</i></p> |  |
| 8  | <p><b><u>KALC/SLCC/NALC</u></b></p> <p><b>8.1 July and September KALC newsletter</b></p> <p><b>8.2 September NALC newsletter</b></p> <p><b>8.3 NALC Chief Executive's Bulletin August 2022</b></p> <p><b>8.4 Civility and Respect</b></p> <p>It includes the Civility and Respect pledge, a new Dignity at Work policy to replace the Bullying and Harassment policy, and an overview of the Civility Training programme.</p> <p>The presentation from Scribe on Insights and Legal Advice on Bullying within Local Councils was noted.</p> <p><b>RESOLVED:</b><br/> <i>That Bean Parish Council signs up to the Civility and Respect pledge and that the Council is fully committed to standing up to Bullying and Harassment within the Council.</i></p>  |  |
| 9. | <p><b><u>Parish Forum</u></b></p> <p><b>9.1</b> It was noted that the next meetings will take place on<br/> <b>Tuesday 4 October 2022</b><br/> <b>Tuesday 17 January 2023</b><br/> <b>Tuesday 4 April 2023</b></p> <p><b>9.2 Parish Representation on the Joint Transportation Board</b><br/> Following the Forum Meeting held on 5<sup>th</sup> July the two Parish Reps resigned.<br/> The Head of Legal Services requests nominations from the Parishes for the position of Parish representative to the JTB following the recent resignations of Cllrs. Seymour and Thredgle from that role.<br/> The Democratic Services Officer advised he is seeking names of Parish Councillors willing to sit on the JTB, a joint DBC/KCC body in a</p>  |  |

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|    | <p>voluntary, non-decision-making role, effectively as an ‘Observer’. It is his opinion that as they are volunteers this would not necessitate a formal meeting of a/the Parish Council, merely Clerks to canvass their members to see if any are interested in this voluntary non-decision-making position. A nomination has been received from Swanscombe &amp; Greenhithe Town Council for the position of JTB Parish representative.</p> <p>There were no nominations from Bean Parish Council.</p>   |  |
| 10 | <p><b><u>GDPR</u></b><br/>No matters to consider at time of publication</p>   |  |
| 11 | <p><b><u>Lower Thames Crossing</u></b><br/>The following pop-up events were noted:</p> <p style="text-align: center;"><b>Wednesday 28 September 2022</b><br/><b>Thursday 29 September 2022</b><br/>10am - 8.30pm<br/><b>Bluewater Shopping Centre</b> (ground floor, opposite M&amp;S)<br/>Bluewater Pkwy<br/>Dartford<br/>Greenhithe, DA9 9ST</p>  |  |
| 12 | <p><b><u>Consultations</u></b><br/><b>12.1 Dartford Air Quality Action Plan – Consultation</b><br/>Dartford Borough Council is currently carrying out a consultation on a new Air Quality Action Plan which outlines the actions we will take with our partners to improve air quality in The Borough of Dartford between 2022 and 2027.</p> <p>We are asking residents, and partners to let us know their thoughts on what should be prioritised and what could be added to the plan.</p> <p>A copy of the draft action plan can be found at<br/><a href="https://www.dartford.gov.uk/environmental-services-1/air-quality-action-plan-consultation">https://www.dartford.gov.uk/environmental-services-1/air-quality-action-plan-consultation</a></p> <p>The consultation will run until 30th September. Comments to<br/>eh.admin@dartford.gov.uk</p> |  |
| 13 | <p><b><u>Kent Police</u></b><br/><b>13.1 June - Parish Council monthly update 1 July – 31 August</b><br/>Crimes of note:<br/>04/07 – Bean Lane – Nuisance vehicle – speeding and excessive noise<br/>02/08 – Watling Street – Theft – Electric bike stolen – Under Investigation<br/>02/08 – Southfleet Road – Theft from a motor vehicle – Catalytic converter stolen from vehicle – Filed, no suspect identified<br/>30/08 – Page Close – Burglary, Residential – Suspect has entered through an open window. Laptop and watch taken – Filed, no suspect identified</p> <p><b>13.2 Kent Police &amp; Crime Commissioner’s Summer Newsletter</b></p>   |  |

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| 14 | <p><b><u>Planning</u></b></p> <p><b>The following were noted</b></p> <p><b>14.1</b> Weekly planning lists from DBC including Planning Decisions taken under delegated powers</p> <p><b>14.2</b> Weekly planning lists from EDC</p> <p>Members CONSIDERED</p> <p><b>14.3 22/01061/FUL</b><br/>7 School Lane, Bean DA2 8AL<br/>Erection of a single storey rear infill extension<br/>No comments or objections</p> <p>To following was NOTED:<br/>The following applications have been GRANTED</p> <p><b>14.4 DA/22/00546/FUL</b><br/>5 Foxwood Road Bean Kent DA2 8BH<br/>Erection of a first-floor side extension</p> <p><b>14.5 DA/22/00505/FUL</b><br/>47 Drudgeon Way Bean Kent DA2 8BJ<br/>Erection of a single storey side extension and roof alterations</p> <p>The following application has been WITHDRAWN</p> <p><b>14.6 22/00279/FUL</b><br/>Adjacent 1 &amp; 2 Stonewood House Sandy Lane Bean Kent<br/>Subdivision of the plot and erection of one pair of semi-detached residential dwellings with new vehicular access.</p> |  |
| 15 | <p><b><u>Highways</u></b></p> <p><b>15.1 Dates of JTB Meetings</b><br/>Tuesday - 20 September 2022<br/>Tuesday - 6 December 2022<br/>Tuesday – 7 March 2023</p> <p><b>15.2 Sandy Lane</b></p> <ol style="list-style-type: none"> <li>1) The graffiti in the underpass has been painted over. It is unclear if anti-graffiti paint has been used.</li> <li>2) Black metal gate at entrance to section of Sandy Lane leading to underpass has not been painted with reflective paint.</li> <li>3) Padlock and chain in position on above gate. BPC do not have keys although Balfour Beatty have advised a local resident that keys can be obtained from the Clerk.</li> </ol> <p>The Clerk advised that despite repeated emails to National Highways no response has been received.</p> <p><b>15.3 Parish Seminars</b><br/>We have been advised that these will take place virtually this year. Date and time to be advised.</p>   |  |

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|           | <p><b>15.4 Meeting with National Highways</b> to discuss A2 Bean Interchange and other NH led projects around the village.<br/>It had been hoped to arrange a public meeting on Monday September 5<sup>th</sup> but unfortunate ‘key members’ of the team were unable to attend and NH suggested a meeting be arranged at Bluewater. The Clerk has confirmed to BRA who are organising the meeting that BPC are very keen to send representatives to this meeting and have asked BRA if they would liaise with NH to agree a date and time for the meeting.</p> <p><b>15.5 Raised pavement outside 1-8 Bean Hill Cottages</b><br/>Kent Highways have confirmed that the repair and maintenance of this pavement falls within their remit and the Council’s enquiry on maintenance has been passed to the Dartford Ops team.</p> <p><b>15.6 New Traffic Regulation Order Consultations in Dartford</b><br/>Were noted.</p> <p><b>15.7 Junction of The Thrift and Beacon Drive</b><br/>It was noted that Highways have installed bollards to prevent indiscriminate parking at the entrance to The Thrift.</p> <p><b>15.8 School Lane</b><br/>Some of the bollards on the grass verging on the bend of School Lane positioned to prevent parking have been removed. The Clerk will notify Highways.</p> |  |
| <b>16</b> | <p><b><u>Environmental Issues</u></b><br/>New dog poo bag dispensers have been installed throughout the village to replace those which had been vandalised.</p>   |  |
| <b>17</b> | <p><b><u>Footpaths</u></b><br/>No matters to consider at time of publication</p>  |  |
| <b>18</b> | <p><b><u>Beacon Woods</u></b></p> <p><b>18.1 HE Landscaping project in Beacon Woods</b><br/>Awaiting response from National Highways/Balfour Beatty on outstanding issues:</p> <ul style="list-style-type: none"> <li>- The pegging of the perimeter logging for the car-parks</li> <li>- The provision of additional closing times for the Ladder sign</li> </ul> <p><b>18.2 Hard Standing Footpaths – FoBW Project</b><br/>Quotation of £5,800 has been received and accepted (refer quotation)</p> <p><b>18.3 New Entrance Boards</b><br/>Were installed on 22August 2022</p> <p><b>18.4 FoBW</b><br/>Members received an update on the work of FoBW</p>   |  |
| <b>19</b> | <p><b><u>Recreation Facilities</u></b></p> <p><b>19.1 Supervision of the Park</b><br/>It was noted that the Park Supervisor has resumed her duties with effect</p>  |  |

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|    | <p>from 1<sup>st</sup> September 2022 and will continue in post until mid-March when her role will be reviewed.</p> <p><b>19.2 Play Place</b></p> <ol style="list-style-type: none"> <li>1) Current provision 5 – 7 pm on Mondays</li> <li>2) The Clerk confirmed that the park is shut 30 minutes before dusk so as we progress into Autumn/Winter the above provision will not be able to take place.</li> <li>3) PP advised that numbers attending had dropped of late and following the Clerk's request would furnish Council with statistics on weekly attendance.</li> <li>4) Clerk advised that there were only 2 buildings in Bean which could accommodate a winter service provision – the school and the Village Hall and that the Village Hall was not available.</li> <li>5) It was agreed that provision would be suspended after 26 September and that PP will contact the Clerk in February to discuss the re-introduction of the service when the days get longer again in March</li> </ol>  |  |
| 20 | <p><b><u>Bean Village Hall</u></b></p> <p><b>20.1 Work scheduled during the school summer holidays</b></p> <p>Unfortunately, due to unforeseen circumstances it was not possible to carry out the planned works:</p> <ul style="list-style-type: none"> <li>• Installation of new internal doors</li> </ul> <p>This work has been re-scheduled for the October half-term (23-28)</p> <p><b>20.2 Blown rendering</b></p> <p>The external rendering on the sides of the hall has blown in a number of places and is particularly bad on the left-hand side of the building where whole sections have come away at ground level.</p> <p>On inspection large areas of rendering above the sections which have already come away from the wall were found to be failing and it was agreed between the Clerk and the contractor that the wall on the left-hand side of the building was in urgent need of restorative repair and quotes have been requested. Jumping Beans have been advised that the work will have to take place asap but that inconvenience will be kept to a minimum.</p> <p>Repairs to the right-hand side of the building will be deferred until the 2023 summer break.</p> <p><b>20.3 Garden and car-park</b></p> <p>All overhanging tree branches and foliage have been removed and weed killer applied where applicable.</p> <p><b>20.4 Increase in utility bills</b></p> <p>Members agreed unanimously that strenuous attempts must be made to conserve energy and this includes the instruction that external doors must be closed and not left open. Failure to comply with this request will result in the thermostat being turned down. Councillors noted that whilst there is no legislation regarding minimum temperatures in public buildings the Approved Code of Practice suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius.</p> |  |

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|    | <p><b>20.5 Current Users</b> (refer attached schedule)<br/>         We have been advised that sadly Brownies will not be returning to Bean.<br/>         A new private fitness group are starting Thursday 6<sup>th</sup> October for a 4 week period after which it is hoped it will be open to the public.</p>  |  |
| 21 | <p><b><u>Allotment Association</u></b><br/>         The report from the Clerk was noted. This was a confidential item.</p>  |  |
| 22 | <p><b><u>Residents' Association</u></b><br/>         No matters to consider.</p>  |  |
| 23 | <p><b><u>Community Bus</u></b><br/> <b>23.1</b> The bus was returned to KCC 11<sup>th</sup> August 2022.<br/> <b>23.2</b> Arrangements to be made for the dissolution of Bean Community Bus as per the Constitution<br/> <i>DISSOLUTION</i><br/> <i>If the Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the BCB, they shall call a meeting of full members of the Bean Residents Association. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the BCB. Any assets remaining after the satisfaction of any proper debts and liabilities, and consultation with KCC, DBC, and the Bean Parish Council, shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the BCB, as the Committee may decide. No members of the organisation shall receive any benefit either in cash or in kind from any disposal of the organisation's assets.</i><br/> <b>23.3 Outstanding Invoice</b><br/>         There is currently an outstanding BPC invoice of £ 2,904.00 to Bean Community Bus for repairs and service carried out to the bus in March 2022.</p> |  |
| 24 | <p><b><u>Spirit's Rest</u></b><br/>         Since the last report the sanctuary has suffered from drought, fire and flooding details of which were published in local papers and social media. On a positive note, the publicity has served to promote the work of the sanctuary who are extremely grateful for the work and help of their supporters. Visits from various organisations continue including police cadets and local scouts and brownies.</p>  |  |
| 25 | <p><b><u>Finance</u></b><br/> <b>25.1 Bank and Scribe reports up to 31 August 2022</b><br/>         The following were noted</p> <ul style="list-style-type: none"> <li>- Co-op Bank transactions on all accounts 1 July – 31 August 2022</li> <li>- Bank reconciliation on all accounts</li> <li>- Monthly breakdown of receipts and payments</li> <li>- Net position by cost centre and code</li> <li>- Receipts and payments forecast</li> <li>- Summary of receipts and payments all cost centres and codes</li> <li>- Cost centre year comparisons</li> </ul>  |  |



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|---------------------------------|--|-----------------|---------|---------------------------------|---------|------------|-------|--------------|------------------|---------------------------------|----------|------------|------|--------------|------------------|
| 25.2                            | <p><b>Balance as at 31 August 2022 on all accounts</b><br/><u>Bean Parish Council</u></p> <table><tr><td>Reserve Account</td><td>6485.79</td></tr><tr><td>Current Account (No. 1 account)</td><td>5947.96</td></tr><tr><td>Petty Cash</td><td>82.66</td></tr><tr><td><b>TOTAL</b></td><td><b>12,516.41</b></td></tr></table> <p><u>Bean Village Hall</u></p> <table><tr><td>Current Account (No. 2 account)</td><td>19758.76</td></tr><tr><td>Petty Cash</td><td>1.37</td></tr><tr><td><b>TOTAL</b></td><td><b>19,760.13</b></td></tr></table>   | Reserve Account | 6485.79 | Current Account (No. 1 account) | 5947.96 | Petty Cash | 82.66 | <b>TOTAL</b> | <b>12,516.41</b> | Current Account (No. 2 account) | 19758.76 | Petty Cash | 1.37 | <b>TOTAL</b> | <b>19,760.13</b> |
| Reserve Account                 | 6485.79  |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| Current Account (No. 1 account) | 5947.96  |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| Petty Cash                      | 82.66  |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| <b>TOTAL</b>                    | <b>12,516.41</b>   |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| Current Account (No. 2 account) | 19758.76   |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| Petty Cash                      | 1.37   |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| <b>TOTAL</b>                    | <b>19,760.13</b>   |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| 25.3                            | <p><b>Debtors</b><br/>1) Bean Community Bus £2,904 (repairs and service.</p>   |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| 25.4                            | <p><b>VAT recoverable for 2020/21 and 2021/22</b><br/>£6,081.18</p>  |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| 25.5                            | <p><b>Councils are being given the option to opt out of the SAAA central external auditor appointment arrangements</b><br/>During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.</p> <p><b>RESOLVED</b><br/><b>That Bean PC wishes to continue as part of the SAAA sector led auditor appointment regime</b></p> |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| 25.6                            | <p><b>External Audit</b><br/>Additional information was requested by the auditor on 9<sup>th</sup> September regarding the reconciliation between boxes 7 and 8 and this was provided on 11<sup>th</sup> September.</p>  |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| 25.7                            | <p><b>Information Commissioner's Office</b><br/>It was noted that arrangements have been made to pay the annual fee by Direct Debit resulting in a saving of £5 (£40 reduced to £35).</p>  |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |
| 26                              | <p><b><u>Items of interest</u></b><br/>This year's annual Remembrance Day service will take place at the Bean Memorial on Sunday 13<sup>th</sup> November at 2pm. Invitations to attend and take part will be extended to Bean School, Bean Scouts and St. Nicholas Southfleet.</p>  |                 |         |                                 |         |            |       |              |                  |                                 |          |            |      |              |                  |

There being no further business the Chair closed the meeting at 9.30pm

Chair..... Date .....