

BEAN PARISH COUNCIL

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

Members to note that the guillotine will be in operation and that this meeting will close before 9.00 pm.

Members to note 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.

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

	Agenda Item	
1	<u>Apologies for absence</u>	
2	<u>To receive signed and completed documentation</u> 2.1 Declaration of acceptance of office 2.2 Code of Conduct 2.3 Declarations of Disclosable Pecuniary Interests (DPIs) 2.4 To declare any DPIs against any agenda item.	
3	<u>Election of Chairman</u>	
4	<u>Declaration of Acceptance of Office by the Chairman</u>	
5	<u>Election of Vice-Chairman</u>	
6	<u>Minutes</u> To APPROVE the 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 be deemed to be the resolutions of the Council. <i>RECOMMENDATION:</i> <i>That the Minutes of the Parish Council held on 8th April 2019 be approved and adopted as a true record</i>	
7	<u>Matters Arising</u> To consider any other matters arising from the Minutes not covered elsewhere on the Agenda and at the discretion of the Chair any items of an urgent nature that need to be discussed.	
8	<u>Announcements from the Chair</u>	
9	<u>Standing Orders</u> 9.1 To review and APPROVE updated Standing Orders (May 2018)	

	<p><u>RECOMMENDATION</u> <i>That the Standing Orders (May 2018) be approved.</i></p> <p>9.2 To review and APPROVE Standing Orders relating to Contracts (May 2018)</p> <p><u>RECOMMENDATION</u> <i>That Standing Orders relating to Contracts (May 2018) be approved</i></p>	
<p>10</p>	<p><u>Delegation of duties</u></p> <p>10.1 To delegate Parish duties and responsibilities Allotments – to remain under the management of Bean Allotment Society. Bean Hall Sub-committee - Recreation ground – Footpaths – Beacon Woods – Fields/stables –</p> <p>10.2 To consider any other delegated duties and responsibilities.</p>	
<p>11</p>	<p><u>Appointments and nominations</u> To appoint members to outside bodies, including:</p> <ul style="list-style-type: none"> - KALC Area Committee - Parish Forum - Bluewater Forum - Beacon Wood Steering Committee - FoBW - Any other appointments/nominations 	
<p>12</p>	<p><u>Future Meetings</u></p> <p>12.1 Full Council Meeting s To agree dates, times and venue of meetings of the full Council for the year.</p> <p>To CONSIDER 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>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 2020.</p> <p><u>RECOMMENDATION</u> <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 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. The Annual Parish Meeting will take place in April 2020</i></p> <p>12.2 Bean Village Hall Sub-Committee To agree dates, times and venue of meetings of the Village Hall Sub-committee</p>	

	<p>for the year.</p> <p>To RESOLVE that they are held on the 3rd or 4th Mondays (dependent on Councillor availability) of alternate months at 2pm at Bean Village Hall, commencing May 2018.</p> <p>RECOMMENDATION <i>That the meetings of Bean Village Hall sub-committee are 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> 13.1 To receive a report from our Community Warden</p>	
14	<p><u>Correspondence</u></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, and the consultation will provide information on the proposed development. We are keen to hear the views of local residents and stakeholders. Time: 3.00-7.00 pm, Date: Tuesday 30th April Location: Castle Hill Community Centre, Ebbsfleet Valley, DA10 1AD - Invitation to the Chairman to attend the AGM of DBC 22 May 2019 - Rural news - Came & Co Spring Newsletter - Article from CPRE – setting up the planning system to fail 	
15	<p><u>KALC/SLCC/NALC</u> 15.1 NALC’s Chief Executive’s Newsletter 15.2 NALC April newsletter</p>	
16	<p><u>Parish Forum</u> 16.1 To receive a report on the meeting held on 9th April 2019 16.2 To NOTE the following documentation received after the above meeting: - Dartford & Gravesham Community Safety Strategy</p>	
17	<p><u>Council Policies</u> To APPROVE the following Policies and to note that there have been no changes made since last approved, May 2017:</p> <ul style="list-style-type: none"> - Animal Welfare Policy - Complaints Procedure - Confidentiality - CRB Policy - Grievance - Social Media Policy <p>RECOMMENDATION <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</p>	

	To NOTE the correspondence between CPRE, BRA and HE and to consider arrangements for representation at the Public Enquiry.	
20	<p><u>Kent Police</u></p> <p>20.1 To NOTE the two graphs for the period March 2018 – February 2019 showing, on the first the Police UK 12 months Report for <u>Bean and Darenth</u> and the second extracting 12 months data for <u>Bean only</u> gives the 2nd Graph. Both show an unlikely Nov to Feb fall.</p>	
21	<p><u>Planning</u></p> <p>To NOTE the following</p> <p>21.1 Weekly planning list from DBC</p> <p>21.2 Weekly planning list from EDC</p> <p>21.3 DA/19/00238/TPO</p> <p>Land Adjacent 101 Beacon Drive Bean Kent</p> <p>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</p> <p>Application GRANTED</p>	
22	<p><u>Highways</u></p> <p>22.1 To NOTE the meeting of the Joint Transportation Board which took place on 5th March 2019.</p>	
23	<p><u>Environmental Issue</u></p> <p>No matters to consider at date of publication.</p>	
24	<p><u>Footpaths</u></p> <p>24.1 Work on DR22 (6-month work programme) to take place 9 & 10th May.</p>	
25	<p><u>Beacon Woods</u></p> <p>No matters to consider at date of publication.</p>	
26	<p><u>Recreation Facilities</u></p> <p>26.1 Operation Inspection Report dated 10 April</p> <p>To NOTE all items classed as ‘very low risk’ or ‘low risk’</p> <p>Equipment identified in need of painting – Parish Handyman</p> <p>Play Panel - Remove the sharp edges on and monitor – Parish Handyman</p> <p>Spinning Panel – weld to be repaired – RD Fabrications</p> <p>Instructions labels for keep fit equipment – Clerk to contact supplier</p> <p>Re-instatement of soil around edges of artificial turf – Parish Handyman</p> <p>Information signs, including emergency information & contacts – Clerk</p>	
27	<p><u>Bean Village Hall</u></p> <p>27.1 Japanese Knotweed – spraying 15th May 2019 at 12.30pm</p> <p>27.2 Work on the mens’ urinals has been completed.</p>	
28	<p><u>Allotment Association</u></p> <p>28.1 Open Day</p> <p>At the Annual Parish Meeting held in April Councillors enquired if the Allotment Society had considered holding an Open Day/s to showcase the the Society’s work. The question was put to Society Members who raised concerns that some visitors could be sizing up produce to remove at a later date and therefore agreed that they would not hold an Open Day.</p>	

29	<p><u>Residents' Association</u> 29.1 To receive draft Minutes of the Meeting held on 1st April 2019 29.2 To receive a report on the meeting which took place on 29th April 2019</p>																																																																																																																									
30.	<p>Spirit's Rest 30.1 To NOTE DBC Cabinet Meeting 11 April 2019 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>																																																																																																																									
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> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Income to 8 May 2019</u></td> </tr> <tr> <td>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> <tr> <td> </td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">40,968.10</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Less expenditure to 8 May 2019</u></td> </tr> <tr> <td colspan="2">By BACS transfer</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="width: 15%;">Date</td> <td style="width: 35%;">Payee</td> <td style="width: 30%;"></td> <td style="width: 20%;">Amount</td> </tr> <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;">4,099.91</td> </tr> <tr> <td colspan="2"> </td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> <td style="text-align: right;">36,868.19</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4">31.2 To approve the following items totaling for payment</td> </tr> <tr> <td colspan="4">31.2.1 By Cheque</td> </tr> <tr> <td style="width: 10%;">Chq</td> <td style="width: 20%;">Payee</td> <td style="width: 50%;">Description</td> <td style="width: 20%;"></td> </tr> <tr> <td>2016</td> <td>W. Kirby</td> <td>Litter picking rec& DR22</td> <td style="text-align: right;">49.15</td> </tr> <tr> <td>2016</td> <td>J. Becket</td> <td>April - May expenses</td> <td style="text-align: right;">198.72</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">247.87</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4"><i>RECOMMENDATION</i></td> </tr> <tr> <td colspan="4"><i>That the above cheques total £247.87 are approved for payment</i></td> </tr> </table>	Reserve Account	16,080.77	Current Account	14,520.25		30,601.02	 		<u>Income to 8 May 2019</u>		Interest (April dep a/c)	28.08	Precept	9,839.00	S136	333.00	Transitional Government Grant	<u>167.00</u>		10,367.08	 		Total	40,968.10	 		<u>Less expenditure to 8 May 2019</u>		By BACS transfer		 		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				4,099.91	 				Balance			36,868.19	 				31.2 To approve the following items totaling for payment				31.2.1 By Cheque				Chq	Payee	Description		2016	W. Kirby	Litter picking rec& DR22	49.15	2016	J. Becket	April - May expenses	198.72				247.87	 				<i>RECOMMENDATION</i>				<i>That the above cheques total £247.87 are approved for payment</i>				
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Balance after all payments **36,620.32**

31.3 Bean Village Hall accounts

To note balance No.2 Account

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 To APPROVE Financial Regulations (February 2016)

31.5.1 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.” To AGREE

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)

To CONSIDER the following and to APPROVE the Policy

	Security of buildings	M	Contents of Village Hall and Containers in Beacon Wood are insured. To CONSIDER security at these locations.
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	Sound budgeting to underlie annual precept	L	Councils receives detailed budgets in November. Precept derived annual estimates. Expenditure against budget reported quarterly to Council. To CONSIDER if the Council wish to receive the above information
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			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. To CONSIDER if contractors should be issued with Notice to Contractors which stipulates health and safety and insurance requirements.
	Loss of services of employee	L	Vacancy to be advertised immediately. One member of the Council to be trained to undertake payroll.
<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 – memorial benches Borough Councillors Items Members Items Clerks Items</p>		
33	<p><u>Questions from the Public</u></p>		