

DOCKING PARISH COUNCIL – DECEMBER 2022

Clerk: Mrs Michelle Wroth

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1. Welcome by the Chair

2. Public Session – 1 member of the public in attendance – no comments made regarding items on the agenda. The member of the public wished to remind Council that they have a commitment to the public and asked about the road closure on Well Street, the Clerk advised that she has not received any road closure notices from NCC.

3. Present: Cllr Smith, Cllr Wroth, Cllr Meek, Cllr Cooke, Cllr Bennison, Cllr Able, Cllr Harris

Apologies: Cllr Rout, Cllr Waldie, Cllr Crompton

4. To receive declaration of interests on agenda items. - None

5. Confirmation of the minutes, General Meeting 17th November 2022 – To change 3 Cllrs to 3 members of the public under item 2, prop Cllr Meek seconded Cllr Bennison.

6. Matters arising

- 6.1 – Litter bins – Cllr Bennison is looking into obtaining quotes and will bring these back to council
- 6.2 – Ponds project – Work on Bell Pond and Sedgford Road has been completed, invoice received for work which has been completed. The pond by the village hall will be discussed again in the spring and plans made to clear and tidy.
- 6.3 – Allotment agreements 22/23 – One 21.22 allotment holder has not sent payment or a signed agreement, Clerk has sent reminders with the last reminder stating that 22.23 payment and signed agreement was required by 9th December. It is deemed that the plot is no longer required. Clerk had also reissued the agreements to the holders where payment had been made but no signed agreement returned. One of these still remains outstanding Action: Assume that the allotment renewal is not required and advertise the vacant plots after an allotment check in the new year.
- 6.4 – CGM Services – carry forward
- 6.5 - Cage and Pound update – Thank you to Cllr Meek and Cllr Able for placing the sign in the door
- 6.6 – Community Hot-Spot funding – The Community Hot-Spot has been open in the Pavilion Tuesdays 10.30-12.30 providing free drinks and biscuits, this will be advertised in the Docking Exchange along with the posters already up around the village.
- 6.7 – GOV.UK email addresses – carry forward
- 6.8 – Defibrillator and CPR training – The Village Hall has been booked for Sunday 19th February 2023 for 2 sessions of free training. Carry forward
- 6.9 – BT Phone Box – Clerk had asked BT if they could purchase the kiosk and have it moved onto their land, no reply at time of meeting. Carry forward
- 6.10 - Defibrillator management - Clerk wrote to the Village Hall Trustees and Committee to inform them that the Parish Council had proposed that the defibrillator be donated to the Village Hall and removed from the Parish Councils asset register. The committee have responded asking for further details which the Clerk has provided. They will discuss this at their January meeting.
- 6.11 – SAM2 management – Clerk wrote to Speed watch to update them on the proposal made at the November meeting, for Speed watch to take over the day-to-day management of the SAM2 and it would still remain an

asset of the Parish Council and the costs would be covered by Council. Speed watch responded stating that they would not take on the management of the SAM2 machine.

6.12 - Notice Board replacement glass – carry forward

7. Agenda items

- 7.1 – Street Lighting discussion on whether to help reduce costs by turning them off at a set time each night – No saving information received at time of meeting; however, the electricity bills had reduced due to Electricity Energy Bill Relief Scheme being deducted – carry forward
- 7.2 – King Charles III Coronation – docking exchange
- 7.3 – Birds left at ORG by previous licence holder – The feeding trough and grain is still on the ORG, deadline of 22nd November had been given to the members of the public that had been feeding the wail cockerels. – Items to be removed from the site.
- 7.4 – Considering the re-tendering of the open spaces contract – carried to the January meeting

8. Borough and County Councillor updates

- 8.1 – Borough Councillor update – N/A
- 8.2 – County Councillor update – N/A

9. Correspondences received where decision to be made

- 9.1 – Email sharing thoughts from the November General Meeting – email noted
- 9.2 – Email regarding Stanhoe Road Pond – email noted and will be discussed further at the January meeting

10. Delegated Decisions made during the month –

Payment of Invoice for G&M Fencing for the clearing of the ORG £3,940 – Approved. 6 approvals, 0 objections, 4 no responses

11. Finance

11.1 To approve accounts for payment. Proposed by Cllr Harris, seconded by Cllr Bennison – decision carried

NAME	BUSINESS	GROSS
K AND M (DD)	Streetlights Maintenance	29.06
NPOWER(DD)	Elec - Charges Nov	56.10
CGM (DD)	Grounds Maintenance for Month	104.99
PAYROLL(BACS)	Salary, Expenses & PAYE – Dec	1,161.80
TESCO MOBILE (DD)	Parish Council Mobile Charge	10.50
NORFOLK PENSIONS (BANK TRANSFER)	Pension Contributions	318.13
NPOWER (CREDIT NOTE)	Elec – Charges Oct	(80.49)
NPOWER(DD)	Elec – Charges Oct	50.24
COMMUNITY HOTSPOT	Petty Cash	200.00
LAKE AND POND AQUATICS	Clearing and planting of Bell Pond and Sedgeford Road	4,440.00

11.2 – Bank Reconciliation at 30th November – Reserves of £21,467

11.3 – 23/24 Budget Planning – Cllr Harris asked for the budget to be presented in more detail for the open spaces section. This will be represented for the January meeting

12. Planning matters

12.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
22/02043/PACU6	Docking Lodge Farm, Fakenham Road, Docking	Prior approval: change of use Heifer Cattle Shed to comprise of an inn (Link)	Approve
22/02000/F	Gable House, High Street, Docking	Adaption of existing single storey garage (Link)	Approve
22/02141/CU	The Paddocks, Fakenham Road, Docking	Proposed change of use of existing outbuilding accommodation to operate as holiday let (Link)	Approve

12.2 – Planning Applications received after agenda published

Ref. No	Address	Planning details	Parish Council Decision
22/02219/F	Chalfont House, High Street, Docking	Variation of condition 2 of 22/00272/F	Approve

13. Items to be added to the following months agenda – (NOT FOR DISCUSSION DURING THIS AGENDA ITEM)

- Open green space tender
- Removal of the ORG toilet
- Councillor vacancy

Having regard to the confidential nature of the business to be transacted, the meeting is now not open the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

14. Discuss and make a decision on the next steps for an Allotment agreement – a discussion took place, and it was agreed that the allotment holder could stay on the allotment which they had moved to but they need to return a signed agreement and their old allotment needs to be left cleared and ready for a new allotment holder to take on.

15. Close at 8.40pm

Proposed date of next meeting Thursday 19th January 2023