

Docking Parish Council

Parish Council Meeting – August 2023

Clerk: Sarah Bristow (Acting Clerk)
Telephone: 07904 043911
Email: Countyofficer@norfolkalc.gov.uk

You are summoned to a Council Meeting of Docking Parish Council to be held on **Thursday 17th August 2023** for the purpose of transacting the following business. The meeting will be held in the Pavilion, Docking Playing Field. Members of the public and Press are welcome to attend.

The council will be serving tea and coffee from 6.30pm for a prompt start at 7pm.

1. **Welcome from the Chair**
2. **To receive and consider apologies for absence**
3. **To receive declaration of interests on agenda items** - Please indicate whether the interest is a personal one or one which is also prejudicial. In the case of a personal interest the member may speak and vote on the matter. If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed.
4. **To receive any questions from members of the public** - On agenda items or to take agenda items for the next meeting. 15 minutes in total for this item, maximum 3 minutes per speaker.
5. **Borough and County Councillor updates**
5.1 – Borough Councillor update
5.2 – County Councillor Update
6. **To approve the minutes of the meeting held on 20th July 2023**
7. **To consider any matters arising from the minutes of 20th July 2023**
8. **Finance** - Update on accessibility to bank, signatories and payments to be made.
 - 8.1 Council to vote on any account for payment monthly list.
 - 8.2 To receive bank reconciliation for June/July.
 - 8.3 To note any payments received.
 - 8.4 Bank Signatories **Motion** to remove the previous Clerk from the mandate and as key person and to appoint another key person to put on the payments.
 - 8.5 To consider the use of an accounts package like Scribe to undertake the accounts going forward. **Motion** Council to vote on undertaking the Account this way going forward.

9. **I.T. Update** - .Gov email addresses update from Clerk.
10. **Councillor training** - Update on training available and which training councillors are signed up for.
11. **Planning Applications and Determinations**
*In order to reduce the number of extraordinary meetings called, any applications which have been received by the Parish Council since the publication of this agenda and the actual meeting will be considered at said meeting unless the Parish Council decides otherwise. **Motion:** Council to vote on the following application:*

Applications:

23/01348/F Application for two-storey rear extensions to existing dwellings (2 Ashwood & Grange Cottage, Sandy Lane, Docking.

Determinations:

23/00229/NMA-1 Application for None-Material Amendment to Planning Permission 23/00229/F: Proposed Front, Rear and Side Extension to Existing Property with Internal Alterations at Cedar Lodge, Sedgeford Road, Docking - **Granted**.
12. **Standing Orders review** – Councillors to comment on current Standing Orders and to vote on any changes the council sees fit.
13. **Litter bin update** – Update from Clerk
14. **Jacks Wind Farm/Pond Grant update** – Update from Clerk
15. **Docking Allotment for Exercise and Charity** – update from Cllr Kilby
16. **Playing Field grass cutting and insurance** – Update and detail on grant application form from Clerk
17. **Old Recreational Ground tenancies/Work/Access** - Update on rents received and banked. Council to look at the work completed by MG building maintenance, permission to visit the site to be sought from John Hare, **Motion:** Council to vote on an action plan for rental of vacant plots and elect a lead.
18. **Tett Turrett Maintenance and paperwork resolution** – Update from Cllr Leverett. **Motion:** Council to vote on appointment of Solicitor to represent the Council.
19. **Open Spaces contract update** – update from Cllr Archdale. **Motion:** Council to vote on awarding contract.

20. **Neighbourhood Plan update** – update from Cllr Howard, including an introduction to the Docking Conservation statement. **Motion:** Council to vote to asking the Clerk to ask for the Docking Conservation Statement to be updated.
21. **Dog Bins update** - update from clerk
22. **Highways update** – Update from Cllr Kilby on meeting with Damien Jeffries. Council to vote on type of pond barrier
23. **Newsletter** – Update from Cllr Durrant
24. **Gravel from Driveways update** - Update from Cllr Howard
25. **Dead Willow Tree in Stanhoe Road** – Update from Cllr Kilby
26. **Defibrillator Sign Update** – update from Clerk
27. **Monks Close update** - update from Cllr Leverett
28. **Spa Shop parking** – **Motion:** Council to elect a lead to meet with manager to discuss encouraging customers to use the car park and to ask if a locked post box for the Parish Council could be placed outside.
29. **Parish Council noticeboard** – **Motion:** Council to vote on having the noticeboard repainted and the shrubbery around it tidied up.
30. **Location of Parish Council documents and address** – Council to discuss location options for document storage and postal correspondence. **Motion:** Council to appoint a lead person to take up any options and report back to Full Council.
31. **Risk Assessments for Volunteers** – Council to discuss the feasibility of writing risk assessments for volunteers to complete small tasks around the village.

Exclusion of the Press and Public

To consider passing the following resolution: “That by the virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

32. **Personnel issues**
32.1 – Clerk