

Docking Parish Council

Parish Council Meeting – October 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 19 October 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.
 - 4.1 Update from Speedwatch Team.
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 21 September 2023**
7. **To consider any matters arising from the minutes of 21 September 2023**
 - 7.1 Update on Sams2 Battery – Locum Clerk
 - 7.2 Update on Pound Upkeep – Cllr Kilby – Norfolk Lavender
 - 7.3 Update on Community Supermarket – Cllr Archdale
 - 7.4 Update on Household Support Fund – Locum Clerk
8. **Finance** -
 - 8.1 Council to vote on any account for payment monthly list.

Supplier	Purpose	£
Matthew Todd	Open spaces maintenance	600.00
CGM	Playing Field cutting	403.20
NALC	Conference	50.00
Npower	Electricity	104.87
Westcotech	SAM2 battery	100.80

KL&WN	Dog bin emptying	728.00
K&M Lighting	Maintaining Street lighting	26.06
Abercraft tree care	Stanhoe pond tree removal	240.00

- 8.2 To receive bank reconciliation for June to September 23.
- 8.3 To note any payments received.
- 8.4 To receive update from the Locum Clerk on Scribe

9. To look at the budget for 24/25 financial year.

10. I.T. Update –

- 10.1 Update on NALC .gov emails and Website from Locum Clerk.

11. Councillor training –

- 11.1 Risk Assessment Training.
- 11.2 Planning Training
- 11.3 Charity Trustee Training – Cllr Kilby
- 11.4 FIO and GDPR Training
- 11.5 Allotment Training
- 11.6 Report from NALC Conference – Cllrs Kilby/Leverett

12. ORG & Allotment Update

- 12.1 Update from Locum Clerk re deeds/agreement
- 12.2 Update on Land Registry – Cllr Archdale
- 12.3 **Motion:** Council to set up working group on future.

13. CIL money

- 13.1 Update on Current Financial Position by Locum Clerk
- 13.2 **Motion:** How the councils wishes to use monies

14. Grant from Jacks Wind Farm

- 14.1 **Motion:** Council to vote on how to use the available funds by the end of the month.

15. 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:

- 23/01766/F Application for proposed detached single-storey garden room balcony and staircase at 24 Sandringham Avenue, Docking.
- 23/01759/F Application for replacement UPVC windows and doors to Bowling Club Pavilion.

Determinations:

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

16. **Communication**

16.1 Noticeboard – Post Box Update

17. **Ponds**

17.1 Update on pound pond ownership – Cllr Archdale

17.2 Update on pond maintenance – Cllr Kilby.

18. **Playing Field grass cutting and insurance**

18.1 Update on Section 137 monies – Locum Clerk

18.2 Update on Grant Form for Fertiliser

18.3 **Motion:** Council to vote on when to cancel CGM Contract. (six months notice needed)

19. **Tett Turrett Update** – Update from Cllr Leverett.

20. **Neighbourhood Plan update** – update from Cllr Howard and the Clerk re Borough Council Changes to Local Plan.

21. **Dog Bin update**

21.1 Update re planting of new bin.

22. **Newsletter.**

22.1 **Motion:** Council to vote on input of Parish Council Report on what and by whom.

23. **Highways update** –

23.1 Update from Locum Clerk the feasibility and value of a Traffic Feasibility Study.

23.2 Likely Uses of a Parish Partnership Scheme. **Motion:** Council to vote on possible uses and submitting the bid.

24. **Gravel and Hedges update** –

24.1 Update from Cllr Howard

25. **Defibrillator Sign Update**

25.1 Update from Cllrs Kilby/Howard

26. **Spa Shop parking**

26.1 Update from Cllr Archdale on parking, post box and Noticeboard.

27. **Noticeboard Refurbishment**

27.1 Update from Cllr Kilby

28. **Location of Parish Council Archives**

28.1 Update from Cllr Kilby

29. **Events**
29.1 **Motion:** Council to vote on what to do to commemorate Remembrance Day
29.2 **Motion:** Council to vote on Christmas Celebrations
29.3 **Motion:** Elect events working group.
30. **Speedwatch and Traffic Management**
Update on new Sam2 battery – Locum Clerk
31. **Correspondences Received.**
31.1 Parishioner concerned about tree suckers from old tree at Stanoe Road Pond.
31.2 Parishioner concerned about correspondence sent but not from Parish Council.
31.3 Request to purchase Tett Turrets Land
31.4 Parishioner concerned regarding fish placed in Bell Pond.
31.5 Request to install memorial Bench
31.6 Complaint from parishioner regarding wording in September minutes.
32. **Five-Year Plan**
Motion: Council to vote on how to go about five-year plan.
33. **Items to be added to next agenda**
34. **Date of next meeting.**
The meeting will take place on the Thursday 16 November 2023 at 7.00pm at the Pavilion. Refreshments available from 6:30pm

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.

35. **Personnel issues**
35.1 – Previous Clerk
35.2 – New Clerk Appointment