

**The Minutes of Docking Parish Council Meeting held 21 September 2023
Held at the Pavilion, Docking Playing Field, Docking**

Present: **Cllr K Kilby** **Cllr L Leverett** **Cllr S Howard**
 Cllr A Archdale **Cllr A Miles**

Also in Attendance: Sarah Bristow (Locum Clerk) and 7 members of the public.

- 1. Cllr Kilby welcomed everyone to the meeting.**
- 2. To consider acceptance of apologies for absence.**
It was resolved to accept apologies from Cllr King, Cllr Flowers, Cllr Durrant, Cllr Latter and Cllr Lewis.
- 3. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**

None Received.

- 4. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

Tett Turret

A Parishioner asked why the turret had been filled in and was that not a Health and Safety issue. The Parishioner advised that he had all the paperwork around the turret and there are only six in the country. Cllr Leverett advised that she had spoken to the Imperial War Museum, but they had not got back to her. Cllr Leverett advised that she was talking to Hills regarding Fleur filling it in.

Speedwatch

The Co-ordinator advised that the device was not working for two weeks this was down to a faulty battery. The Clerk advised that the Council should provide you with a new battery. The Co-ordinator advised that she was going to check it out and see if one could be made available from other sources first.

The Co-ordinator advised that 27,500 cars came into the village from Stanoe the maximum speed was 65 mph which was around 3.00pm. The overall average speed was 27.3 mph which is below the 30-mph speed limit. There was over 1000 vehicles going over the limit per day.

5. To Receive Councillor Reports

5.1 Borough Councillor – Cllr Sandell

Cllr Sandell was unable to be present this evening. No report received.

4.2 County Councillor – Cllr Chenery

Cllr Chenery was unable to be present this evening. No report received.

The Clerk apologised but she usually copies them in when she sends out the agenda but due to being away this did not happen.

6. Minutes of Parish Council Meeting held on 17 August 2023

To consider and approve the minutes. **It was resolved to approve the minute as a true and accurate record and duly signed by the chair after the following amendment. Cllr Durrant declared an interest later on in the meeting around the Open Spaces Contract.**

7. To consider any matters arising from the minutes of 17 August 2023

There were no matters arising from the minutes that was not on the agenda.

8. Finance

8.1 Council to vote on account for payment monthly list. (Please see payments list attached)
It was resolved for all these payments to be made.

8.2 To receive bank reconciliation for June/July and August 23.

Cllr Kilby advised that access had now been gained to the bank account. Currently the bank account stands as £41,053.10. **It was also resolved for the Clerk to set up Scribe going forward. The Clerk to access and to set-up, populate and get up to date.**

8.3 To note any payments received. A refund had been received for an over payment to the previous Clerk. **It was resolved for the Locum Clerk to get the bank details to the pension provider so that the pension overpayment could be returned and Cllr Kilby to get the Standing Orders cancelled. Cllr Kilby to check regarding Jack's Wind Farm monies.**

8.4 To appoint a Finance Committee. Motion: Vote on membership and terms of reference of a Finance Committee. **It was resolved that a Finance Committee was no longer required as the Locum Clerk would get the accounts up to date and put on the payments and then the sign signatories would release.** Cllr Howard to undertake the first audit when accounts up to date.

(While the council is operating without a permanent Clerk and to note that cash was found for payment of ORG Tenancy, not yet banked).

9. I.T Update-

9.1 RLS are now providing IT support and maintenance of the council IT systems. Cllr Kilby advised that this was working well, and the Council should be pleased that everything concerning IT was now totally secure and legal etc especially around GDPR.

9.2 Council to vote on .gov domain name which is now paid for and can be rolled out this month. **Motion:** To vote on the domain name and clerk to return forms to NALC for processing. **It was resolved for the domain name for the website to be www.dockingparishcouncil.gov.uk and Cllrs names would be Cllr.a.another@dockingparishcouncil.gov.uk. The Locum Clerk to organise.**

9.3 Council to discuss using a projector for sharing documents during meetings and the idea of videoing meetings for clarity. **After discussion it was resolved that the planning Plans would be printed and then available at the meeting.**

10. Councillor Training a Training link was emailed to all councillors, discuss which courses councillors are attending. Cllr Kilby attended some finance-based courses in order to assist the locum clerk in bringing the Finances up to date. Discuss the importance and relevance of FOI and GDPR training for all councillors, the Pond Workshop attended by Cllr Kilby and an update on Charity training. The Locum Clerk asked if anyone was intending to attend the Conference on the 4 October. **It was resolved for Cllr Kilby and Cllr Leverett to attend.** Cllr Howard advised that she would like to undertake a Course on Risk Assessment and Cllr Archdale advised that she would like to undertake planning. The Locum Clerk advised that there was a course on planning tomorrow and would get the details to her first thing. The Locum Clerk advised that the ICO website had videos etc regarding GDPR etc. Cllr Kilby advised that she would put a plan of action together regarding the ponds. **It was also resolved for Cllr Kilby to speak with the owner of the pond by the doctors.** Cllr Kilby advised that Mr Harris was wanting to hand over the charity. **It was resolved for Cllr Kilby to get a meeting with Mr Harris, Locum Clerk, and herself to hand over the charity. Cllr Kilby to**

organise the Charity Training just for Docking so that the trainer can go through all the Governance Documents current in the village and explain what if any involvement was necessary by the Parish Council.

11. **ORG Update** Cllr Kilby inspected the site with permission from John Hare. The site has been cleared and the building company have been paid for their work. Some governance documentation and correspondence has been found. There may be some other documentation that is held by Parishioners. **Motion:** To vote to form a working group who will collate all the relevant documentation and consider viable options for the use of the land going forwards. **It was resolved for the Land Registry to be checked to see if there was any further information. It was also resolved for the Locum Clerk to write to Parishioners in question asking for the Council property to be returned.**
12. **Allotment For Recreation and Exercise Update** Cllr Kilby and the clerk are awaiting further information, defer to next meeting.
13. **Grants and allocation of CIL money** Despite access to the banking and referral back to the documentation that we have available, the council are unsure of where the grants and CIL money have been spent, and how much is actually left. It has been noted that there was money left following the refurbishment of the Cage and Pound, however at this time it is unclear how much. **It was resolved for the Locum Clerk to obtain the CIL information from the Borough Council and put in a table for the council.**
14. **Planning Applications and Determinations**

Applications:

23/01348/F Application for two-storey rear extensions to existing dwellings (2 Ashwood & Grange Cottage, Sandy Lane, Docking). **It was resolved to recommend approval of this planning application.**

Determinations:

22/01852/F/NMA-1 Application for None-Material Amendment to Planning Permission 22/01852/F: Annexe to main house for family. 10 Bradmere Lane, Docking - **Granted.**

23/00423/F Application for two storey extension, link extension, barn conversion, alterations, and proposed garage at East Farmhouse, Stanhoe Road, Docking – **Granted.**

21/00125/NMA-2 Application for None-Material Amendment to Planning Permission 21/00125/F: Preapproved artist's studio to be changed into a 3 bed eco lodge at 7 The Old Woodyard, Sedgeford Road, Docking – **Granted.**

23/01424/F VARIATION OR REMOVAL OF CONDITION 2 OF PLANNING PERMISSION 22/00475/RMM: RESERVED MATTERS: Residential development consisting of 30 dwellings at 1 Yeomans Close, Docking – **Withdrawn.**

23/01008/F Request Planning Permission to erect a free-standing lightweight mast of 9.5m in overall height, when elevated to its full height. This is to support a single 2.8mm OD wire antenna, to operate on the 160m - 10m HF amateur radio bands. At Kamway, Stanoe Road, Docking – **Granted.**

15. **Removal of Litter Bins** Correspondence has been received regarding the location of the litter bins. Separately, the council have been informed that the litter bins are being used as planters in a garden within the village. **It was resolved that if the bins had been made into planters they were never going to be litter bins again then it should be noted that Parish Assets have been removed without permission of the Parish Council and the asset register changed to reflect.**
16. **Communication** The noticeboard is an important communication tool for the council, however there is rarely enough space to display the minutes in the cabinet. Minutes are on the website. When the new .gov email addresses are launched, discuss displaying all councillor email addresses on the noticeboard. Council to discuss and arrange clinic sessions at the Wednesday market at Ripper Hall. To receive an update from Cllr Durrant on the Newsletter. **It was resolved that the Clinic would not go ahead do to space in the Ripper Hall but that all Councillors .gov. email addresses would be displayed but that no discussion or decisions should be made without coming to the council and the Council voting and advising. It was also resolved for Cllr Kilby to cut down the vegetation around the current noticeboard but the board to be replaced and the Locum Clerk to send details of one that she has purchased for any villages in the past and this board to replace the current board and the current board to be placed possibly outside the Ripper Hall to be used as a community noticeboard.**
17. **Ponds** Stanhoe Road dead tree has been removed. Discuss the option to use any money left over from the Jacks Wind Farm Grant to investigate the drainage issues around Stanhoe Road Pond. Cllr Kilby advised that the dead tree had been removed and as previously stated **It was resolved for Cllr Kilby to look into a plan regarding maintenance of the ponds and the Locum checking ownership with Land Registry.**
18. **Playing Field grass cutting and insurance** –The PFC have paid their insurance premium and their last three years of accounts have been received. CGM will continue to cut the PF grass until further notice. The grant form is yet to be adapted due to the clerk being on holiday, defer to next meeting. Cllr Crompton has requested that he have another councillor attend in communication with the PFC **Motion:** to elect a 2nd councillor to assist Cllr Crompton. **It was resolved for the Locum Clerk to finish the Grant Form and for Cllr Miles to join Cllr Crompton on the committee. It was also resolved for the Locum Clerk to obtain copy of Electors Register from the Borough Council re Section 137 payments.**
19. **Tett Turret Update** –Cllr Leverett had previously updated during the Public Session but advised that Amanda Driver from Hayes and Storr had been appointed. The Locum Clerk advised that the Blue Plaques were being rolled out across the Country and perhaps one could be achieved for the Tett Turret as only one of six in the country.
20. **Open Spaces Update** –Cllr Archdale advised that the contract was in place and how much nicer the village is looking with some care and attention. Cllr Kilby thanked Cllr Archdale for all her work on this.
21. **Neighbourhood Plan update** –Cllr Howard advised that the working group were due to meet on the 12 October at 2.30pm. **It was resolved for the Local Clerk to get the details regarding the local plan to Cllr Howard.**
22. **Dog Bins**
The Clerk advised that a new 50L bin was in the boot of her car. **It was resolved for Cllr Archdale to ask the Open Space Contractor if he was able to assist in putting it in place.**
23. **Highways update** –Cllr Kilby advised that funding has been requested from Cllr Michael Chenery towards the clearing of the weeds growing along the length of the wall of Docking Hall

on the High Street. There is a shortfall, so the council should discuss where they will find the extra funding to pay for the clearance. Discuss the feasibility and value of a Traffic Feasibility Study. The council were sent options for the type of barrier available, by email. **Motion:** To vote on where the funding should come from and which type of barrier to select. **It was resolved for the Clerk to check regarding if can be achieved under a Parish Partnership Scheme and also what might be available if the Traffic Feasibility Study was to be achieved. It was also resolved for Cllr Kilby to order the metal barrier for the pond because at least it could be painted if necessary.**

24. **Gravel and Hedges update** - Cllr Howard advised that it was just two properties now but several others who had got building works being undertaken were not brushing up at the end of the day. **It was resolved for Cllr Howard to speak with all involved. Cllr Kilby to put a note in the Newsletter regarding cutting hedges now the nesting bird season was over.**
25. **Defibrillator Sign Update** – The Clerk advised that she was unsure which way the arrow needed to be placed. **It was resolved for Cllr Howard to get a picture to the Clerk.**
26. **Spar Shop parking** –Cllr Archdale advised that she had spoken with the Manager who is going to speak with his Manager. They advised that the staff mainly use the carparking and that people either do not know or care not to use. Depending was it received back will depend on what to advise. Deferred to next meeting.
27. **Noticeboard Refurbishment** –It was resolved for Cllr Kilby to cut back the vegetation.
28. **Location of Parish Council Archives** – With Cllr Flowers unable to attend. **It was resolved for this item to be deferred to the next meeting.**
29. **Risk Assessments for Volunteers** – Cllr Durrant no longer wishes to be lead for this item. **Motion: Elect a new lead. It was resolved for Cllr Archdale to undertake.**
30. **Allotments**
Motion: To elect a lead to be main point of contact. **It was resolved for this item to be deferred to the next meeting when more Councillors available.**
31. **Christmas and Remembrance Day**
Discuss how the PC will honour Christmas and Remembrance Day. It was resolved for this item to be deferred to the next meeting when more Councillors available.
32. **Correspondences Received.**
 - 32.1 Parishioner concerned about the demanding upkeep of the garden by the pound. **It was resolved for Cllr Kilby to speak with Norfolk Lavender regarding getting some Lavender to go into the garden.**
 - 32.2 Parishioner concerned about the number of trees that have been cut down around Stanhoe Road Pond. As previously agreed, Cllr Kilby will be working up a plan.
 - 32.3 Request for funding for Fertiliser for Bowls Club – **Motion** Council to vote on whether to award grant or not. **It was resolved for the Locum Clerk to send the Grant Form for them to fill in and return.**
 - 32.4 Parishioner requesting update on Allotment List. **It was resolved that this needs to be looked into once the accounts etc up to date and Charity training.** The Locum Clerk advised that there was allotment training coming up very soon.
 - 32.5 Coastal Health and Wellbeing Supermarket. **It was resolved that this need looking into, Cllr Archdale to undertake for next meeting.**
 - 32.6 **Household Support Fund.** The Locum Clerk advised regarding the Household Support Fund and possibly being run by a Charity in the village.

33. Items to be added to next agenda

Nothing new currently that has not been mentioned in the meeting.

34. Date of next meeting.

The meeting will take place on the Thursday 19 October 2023 at 7.00pm at the Pavilion.

This part of the meeting closed at 21:37.

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. **It was resolved for the Clerk to speak with ACAS and the Locum Clerk to write regarding missing item.**

35.2 – Recruitment **It was resolved for Cllr Archdale, Cllr Leverett, and the Locum Clerk to interview in the coming weeks.**

With no further business the meeting was closed at 10.00pm.

Outstanding Invoices already agreed to be paid and have now been paid:

MG Building	Toilet Removal	£3145.20
Gallagher	Insurance	£789.08
PKF Littlejohn	External Audit	£252.00
NALC	.Gov	£134.40
Dan Yeomans	Tree Work	£180.00

New Payments

NALC	Training Course	£45.60
NALC	Annual Subscription	£325.05
K & M Streetlighting	Streetlight Maintenance	£29.06
NALC	Whole Council Training	£264.00
NPower	Streetlight Energy	£70.95
CGM	Grasscutting	£77.76
CGM	Grasscutting April-Aug	£1539.75

ACTION POINTS

Cllr Kirby

- Organise CAN Charity Training
- Cancel Bank Standing Orders
- Find out about Jack's Wind Farm monies
- Speak with Owner of the pond by the doctors
- Arrange meeting with Mr Harris for herself and the Locum Clerk
- Cut down vegetation by the Noticeboard
- Look at Pond Maintenance Plan
- Order metal Barrier to go round the pond
- Put note re gravel etc in the next newsletter
- Speak with Norfolk Lavendar re garden

Cllr Howard

- Continue to monitor where gravel on the highway and overgrown hedges
- Get picture of De-fib to the Locum Clerk.

Cllr Archdale

- Speak with the Open Space Contractor about installation of new dog bin.
- Look into Coastal Health, Wellbeing Supermarkets and report back to next meeting.

Locum Clerk

- Send planning comments to Borough Council
- Amend Model Standing Orders
- Set Up Scribe and get up to date.
- Amend Grant Application Form and then send to Bowls Club
- Sort out .gov. domain names
- Check Land Reg regarding land and ponds
- Write to Parishioners asking for Council property to be returned.
- Write to previous Clerk regarding property
- Obtain CIL details
- Send round Noticeboard Details
- Obtain copy of Electoral Roll
- Get N/Plan updates to Cllr Howard
- Check out feasibility re traffic survey