

<u>Initial Date</u>	<u>Action</u>	<u>response</u>	<u>current Status</u>	<u>Propose change to</u>	<u>Notes</u>
Aug-24	- AD to draft a letter to the final signatory (Steve Harris).	AD	Ongoing	Cancel	Awaiting bank account opening this is a Charity Trust issue - not for PC
Oct-24	11.2.5.Action: Clerk to update allotment agreements and invoices with new dates and adjusted payments. Action : Clerk to circulate Allotments policy to all allotment holders		ongoing	Completed	All agreement and invoices and letters have been emailed AND posted except 1.
Oct-24	1.1. Action: Clerk to request information and ideas from public on the village sign		Ongoing	Completed	Post on facebook. Village Sign is due on Agedna in Jan 25
Sep-24	Clerk to combine Delegation policy and process and bring back to review	AD	ongoing	Completed	On Agenda
Nov-24	Cllrs to produce a ORG project brief			Completed	on the agenda
Nov-24	7.3.1. Action: Councillors to investigate projects and to provide costings to be included in budget			Completed	*permanently ongoing / time sensitive
Nov-24	7.3.2. Action: RFO to investigate bench costing maintenance and include bench maintenance in budget			Completed	Cllr Crompton Advised. Figure has been added to Budget 25_26

<u>Initial Date</u>	<u>Action</u>	<u>response</u>	<u>current Status</u>	<u>Propose change to</u>	<u>Notes</u>
Jun-24	Football Club & Playing Field Committee to be invited to meeting with PC.	?	Awaiting		PF & DFC will revert after speaking with members
Jun-24	to arrange meeting with a consultant re. woodland Trust offer.	Lewis & Kilby	deferred		Deferred till more concrete plan in place Place on Jan 25 agenda
Sep-24	Clerk to purchase microphone and Zoom subscription as needed by November.	Clerk	deferred		not needed yet. So deferred till it is necessary.
Jul-24	Village sign restoration information needed	ML	Deferred		Revisit Jan 2025
Sep-24	Clerk & ML to finalise Biodiversity policy	Clerk	ongoing		emailed to ML template
Jun-24	Public meeting to be called re. Highways	Clerk	Ongoing		Requested
Jul-24	provide additional allotment security - Provide quotes for gates	SB	Ongoing		
Jul-24	Enquire about S106 funds	SB	ongoing		
Aug-24	Open a bank account for the Trust	SB	Ongoing		
Sep-24	Cllr Wroth to clarify boundaries with Mr. Hare for the ORG.	Cllr Wroth	Ongoing		
Nov-24	Cllr Durrant to investigate safe access at the oRG	Cllr Durrant			

DOCKING PARISH COUNCIL

Docking Parish Council Meeting Minutes

Location: Ripper Hall, Docking

Date: 11th November 2024

Present: Cllr K Kilby (Chair), Cllr S Howard, Cllr A Miles, Cllr D Wroth, Cllr M Latter, Cllr N Durrant, Cllr J Flowers, Clerk & RFO A Dovey (Minutes). Approximately 9 members of public.

1. The chair opens the meeting at 19:00, welcomes the public
 - 1.1. notes that Cllr Kilby as Vice Chair will Chair in Cllr Lewis's absence.
2. The council receives apologies from Cllr Crompton, Cllr Archdale, Cllr Leverett and Cllr Lewis
 - 2.1. Quoracy is confirmed
3. The chair closes the meeting to receive comments from the public.
 - 3.1. concerns about the ORG project are raised regarding
 - 3.1.1. safe access
 - 3.1.1.1. Access is required for fuelling houses and to garages
 - 3.1.2. a perceived intention to go ahead without public consultation
 - 3.1.3. Inadequate project brief and costings
 - 3.1.3.1. Lack of maintenance and forwards planning costings
 - 3.1.4. The council clarifies that the costings presented are a wish list for reference as the council discusses approving a project brief.
 - 3.2. Concerns are raised over the location of the new SAM2
 - 3.2.1. It restricts view when leaving and entering a driveway
 - 3.2.2. It is detrimental to the aesthetics of Docking Village and is not in keeping with our character statement
 - 3.3. Council hears a speed watch update; key points are;
 - 3.3.1. Docking has the highest number of speeders in the whole of Norfolk
 - 3.3.2. SAM2s are one of the most effective ways of reducing speed
 - 3.3.3. SAM2s turn 180 degrees every 28 days and then move elsewhere for a month before returning (a different location every month with no repeated locations in three months)
 - 3.3.4. The new SAM2 is located in the centre of the village of as this is a high-risk area
4. Council confirms there are no declarations of interests of pecuniary or other nature relating to the agenda
 - 4.1. Council notes that if anything else comes up, interests will be required to be raised at the time
 - 4.2. Council notes that pecuniary declarations of interest for all councillors (where there are any) are available online
5. Council received minutes and they are approved as accurate
 - 5.1.1. Motion to complete a virement from the Election expenses budget to the Grants budget to cover pre-approved grants
 - 5.1.1.1. Carried: all in favour
 - 5.1.1.1.1. **Action: Clerk to complete a virement from the Election expenses budget to the Grants budget to cover pre-approved grants**
 - 5.1.2. Motion to defer confirmation of process for moving from an i&e to payments and receipts system of accounting, until internal Auditor can advise.
 - 5.1.2.1. Carried all in favour

5.1.2.1.1. Action: Clerk to mark as deferred and report back after Internal auditor clarification (April)

5.1.3. Council confirms actions completed. Motion carried: all in favour.

6. Council received RFOs report for October 2024

6.1. Council agreed the statement of accounts, the expenditure October 2024 and the Transfers between accounts in October 2024

6.1.1. Council agrees the October 2024 reconciliation

6.1.1.1. Chair signs.

6.2. Council resolves to approve the upcoming expenditure list (Motion carried all in favour).

6.2.1. Chair signs

6.2.2. Motion carried: all in favour

6.2.2.1. Action: RFO to make approved payments

6.3. Council approved the revised budget October 2024 for use in forecasting spending.

6.3.1. Motion carried: all in favour.

6.4. Council receives the forecasted spending against revised budget

6.4.1. Council notes that forecast spend is on track with no significant overspend, including ORG and defibrillator spending

7. Council received draft budget

7.1. Council hears that this year's precept was: £39,530.00 and on current draft budget would reduce to 38997.915 Which is a band d tax of: $38997.915 / 556.4 = 70.09$ (a £5 decrease)

7.2. Council noted that the budget will alter as reserves are clarified and some refunds and payments come in and the precept should accordingly reduce further

7.3. Council agrees to investigate costings for including bench renovations / maintenance and potential for Woodgate way, Monks Close and the clay pits.

7.3.1. Action: Councillors to investigate projects and to provide costings to be included in budget

7.3.2. Action: RFO to investigate bench costing maintenance and include bench maintenance in budget

8. Quarterly report

8.1. Council notes that the quarterly report is for Q1 and Q2

8.2. Council resolves to investigate the playpole base and if it is not to be used either return or find alternative use.

8.2.1. Action: Clerk to investigate playpole base and report in December

8.3. Council resolves to approve reconciliations April – October 2024

8.3.1. Chair signs

9. Council receives AGAR report

9.1. Council notes intention to improve for the AGAR 2024-2025

9.2. Council approves recommended actions on the AGAR report (attached)

9.2.1. Action: Clerk / RFO to carry out AGAR recommended actions with assistance from Cllrs where required.

9.3. Council approves for publishing on website

9.3.1. Asset list

9.3.2. Council expenditure over £100: 2023-2024

10. Council approved Updated Financial Regulations

10.1. Action: Clerk to publish on website

11. Council resolved to approve the engagement of the same internal auditor at the same cost as the previous year, insuring continuity.
 - 11.1. Action: RFO to begin internal Audit in March with Internal Auditor**
12. Council received updated draft Risk assessment
 - 12.1. Clerk notes that following updating, more research uncovered some additional best practices and proposes to return in December with an even more updated Risk Assessment
 - 12.2. Council resolves to receive updated Risk Assessment in December meeting (Motion carried: All in favour)
 - 12.3. Action: Clerk to further update Risk Assessment for consideration in December**
13. The council approves the CIL return 2023-2024
 - 13.1. Clerk and Chair sign
 - 13.2. Action: Clerk to submit CIL return**
14. Motion to adopt grant policy (proposed KK)
 - 14.1.** Following discussions, motion amended to adopt Grants policy following agreed edits to remove grant application limit and restrictions on bills and ongoing costs' (proposed KK, seconded ML) Motion carried: all in favour.
 - 14.2. Key discussion points noted that providing a grant figure might falsely inflate or limit applications, whilst not allowing bills / ongoing payments might unfairly disadvantage organisations that have more bills than purchases. It was noted that council can reject any grant or offer alternative sums if required. Council also notes that funding core costs of parish organisations are a power it has.
 - 14.3. Action Clerk to make agreed alterations and publish grants policy for review in 1 years' time.**
15. Council received apologies from Borough Councillor Sam Sandell and County Councillor Michael Chenery.
 - 15.1.1. County Council report received and circulated by email
16. Clerks report received with key updates:
 - 16.1. Council notes importance of focussing on fundamentals, creating a cooperative forward-looking culture and working together to move forward with priorities being (in order) finance, governance asset management and additional projects.
 - 16.1.1. Action: Clerk to review all policies and procedures for submission at December meeting, to include a project brief template and references for sub committees and working groups**
 - 16.2. Council notes statutory pay increase for all clerks.
 - 16.3. Council confirms new Parish Council Address to be 1, Jarvie Close, Sedgeford. PE36 5NG
 - 16.3.1. notes that public visits to the address will not be tolerated without invitation.
 - 16.3.2. Action: Clerk to update correspondence with new address.**
 - 16.4. Council notes government consultation on remote access and proxy voting and encourages all to complete it
 - 16.4.1. Action: Clerk to publish consultation on Facebook and newsletters**
 - 16.5.** Avocet homes have confirmed they will not encroach on land
 - 16.6.** Freebridge housing work is under way and the intention is to have them ready for residents asap.

- 16.7. Council resolved to agree the end of November for vacation of the ORG by Mr & Mrs Edge.
(Motion carried all in favour)
- 16.8. **Action: Clerk to confirm with Mr & Mrs Edge over ORG vacation end of November**
- 16.9. The BT Phone box has been added to 2025 schedule for external maintenance.
- 16.10. Intermittent phone signal and power cuts can not be solved by the Parish Council as Open reach and suppliers will only permit customers to report.
- 16.11. Council resolved to install a red bin at the allotments (motion carried: all in favour)
- 16.11.1. **Action: Clerk to arrange the dog bin (delegated power given to pay)**
17. Council hears Highways has begun work designing the new railings for the pond, noting complications due to requirements of working near ponds, including biodiversity surveys and health and safety. The current ETA is 6 months.
18. Council hears Highways is planning to resurface outside the spar which will require a road closure.
19. Council notes Highways has resurfaced pavements outside Avocet Cottage
20. Council hears that Toad Watch meeting was a well-attended success with the village setting up a volunteer's group to assist toads across the road from mid-February – April as needed.
21. Council thanks Cllr Howard for laying the council wreath and hears that the Remembrance service was well attended, and the Village's poppies have been a great success.
22. Motion to purchase more Xmas lights (£181.94 on amazon)
- 22.1. Noted anonymous donation received towards this for £100
- 22.2. Motion carried: all in favour
23. Motion to proceed with defibrillator project
- 23.1. Noted costs £1500 to purchase with a grant of £750 from a scheme, ongoing maintenance costs of £47 per pads, every 3 years or when used, Battery every five years - £230, electricity supply £10 annually)
- 23.2. Railway inn have offered to host if the Council covers the costs
- 23.3. The council must register and run it
- 23.4. Motion carried: all in favour
- 23.4.1. **Action Clerk delegated to take necessary action with Cllr Flowers to install, register and run the defibrillator dependent on grant being successful and costs being as planned.**
24. Motion to approve budget to proceed with the ORG project
- 24.1. Council noted extraordinary and appreciated work undertaken by Cllr Leverett and Archdale in securing free hedge trees, £6000 CIL grant ideas, knowledge and information, biodiversity surveys and a permissive path agreement
- 24.2. Council noted concerns over lack of clarity on a project brief, safe access and public consultation
- 24.3. Council agreed principle of wishing to renovate the ORG as an improved green space for the public
- 24.4. Council resolved to bring a project brief to public for comment before proceeding with a vote
- 24.4.1. **Action: Council to produce a project brief – preferably led by Cllr Archdale and Leverett, but to include all interested Councillors**

24.4.2. Action: Cllr Durrant to lead on canvassing solutions and actions required for safe access in collaboration with highways.

24.4.3. Action: Clerk to contact Highways over previously proposed Spar crossing.

25. Motion to extend meeting by 15 minutes (Proposed ML, Seconded KK, all in favour: Motion carried

26. Correspondences noted as received and actioned as follows

26.1. email | NALC | requesting support for an extra-ordinary meeting. Requested an EGM and NALC declined. Council heard grave concerns over NALCs functioning. NO further action required at this time

26.2. email | King's Lynn and West Norfolk Local Plan 2021-2040: Main Modifications Part 2 (Gypsy, Traveller, and Travelling Show people) Consultation (17th October- 29th November 2024). Forwarded to council. Consultation available online for feedback and comments. No further action at this time

26.3. email | Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications. Forwarded to council. Consultation available online for feedback and comments. No further action at this time

26.4. email | Parishoner unhappy at location of new SAM2. Considered earlier in meeting

26.5. Email | Parishoner request for ORG access safety consultation. Considered earlier in meeting

26.6. Email | Parishoner query around BT out-tages and Pond railings. Considered earlier in meeting

26.7. Email | Parishioner request to volunteer to help with Biodiversity audit. Forwarded to Cllr Lewis as Biodiversity representative

26.8. Email | Parishoner concerned about new booking system at Docking Tip. Forwarded to all councillors, and responded with information. No further action at this time

27. Council notes no planning applications or decisions received

28. Motion to adopt Operation Menai Bridge carried: all in favour

28.1. Action: Clerk to publish

29. Council agrees to add 'motion to email school with regards parking' to December meeting

30. Motion Carried: to move meetings to first Monday of the month, except for Bank Holiday Mondays, where it will be Tuesdays and at the Pavillion. Carried: All in favour

30.1. Clerk to publish dates on website and book pavilion with Nicola Smith for Tuesday 6th May

31. Next meeting date confirmed as Monday December 9th, 2024

32. Motion carried (all in favour): to close meeting to public under relevant standing orders

****public left meeting****

33. Council noted cost concerns with outsourced cyber security protection cover and agreed to include it on the risk assessment and draft a cyber security policy with regards tablet use for presentation at the December meeting.

33.1. Action: clerk to include tablets and cyber security on risk assessment

33.2. Clerk to draft tablet usage policy with regard cyber security.

AGAR ACTIONS AGREED

Recommendations – with actions to be agreed / decided at the PC meeting November 2024

1. Internal Control measures
 - a. Appoint a Councillor / sub-committee in liaison with RFO to insure appropriate internal control measures are in place including
 - i. Draft an internal control measures policy
 - ii. Regularly check invoices / payments / account statements / reserve monies / reconciliation
 - iii. Carry out an annual financial Risk Assessment – update the one on the website
 - iv. To review monthly financial report ahead of Parish Council meetings to provide additional check on validity and content
 - v. To carry out a mini Agar at the 6 month point (to report in January normally but February 2025 due to lateness this year) and make recommendations at the (normally January) February 2025 PC meeting to ensure compliance
 - vi. To review the financial regulations and standing orders to ensure alignment
2. Implement and use accounting software (AdvantEDGE)
 - a. Already in place
3. Update the asset register
 - a. Action: Clerk to update asset register and circulate for Council sign off. (included on November 2024 PC Meeting agenda)
4. Carry out Periodic bank reconciliations
 - a. Note this has been with Sarah Bristow till November.
 - i. Action from November ensure monthly reconciliations carried out and presented at PC meetings (Clerk / RFO)
 - ii. Action: In November present a 'to date reconciliation' (Clerk / RFO)

5. Update and make available Clerk's contract to the internal Auditor (clerk's contract updated and available on request)
6. To comply with the transparency code, the website must have
 - a. All items of expenditure above £100
 - b. End of year accounts
 - c. Annual governance statement
 - d. Internal audit report
 - e. List of councillor or member responsibilities
 - f. Location of public land and building assets
 - g. Minutes, agendas and papers of formal meeting
 - i. Action: Clerk to publish the appropriate items on the website.
7. Book Internal auditor through NALC or IAF now
 - a. Action: clerk – already agreed and underway.
8. Create a key dates diary to ensure we are on time
 - a. Action: Clerk to be reviewed and approved by council
9. Prepare a notice of conclusion
10. Publish Notice of conclusion along with AGAR sections 1,2,3 and the External auditor final report before 30/09/2024 or as soon as possible.
 - a. Notes, AGAR and report must be available for 5 years
 - i. Action: Already completed (done immediately in receipt of report on website)
 - b. Keep copies of the AGAR and report for purchase at a reasonable sum
 - i. Completed – available on shared drive and notice details purchase options

Approved transactions for payment:

Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or before 07/11/24

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details		Payment Reference	Accrual	Heading
1220	-£130.74	-£21.79	-£108.95 COUN	25/10/24	Community Heartbeat	Contra 1219 - 2nd payment in error - Refund	CH Refund Difference	☐	165
1221	£13.14	£2.19	£10.95 COUN	13/06/24	Community Heartbeat	torch	CH Refund Difference	☐	165
1226	£117.40	£0.00	£117.40 COUN	22/10/24	HMRC - PAYE	Employee tax for October 2024 payslip 531PJ001621532507		☐	410
1227	£684.99	£7.18	£677.81	28/10/24	Annalisa Dovey	Clerks services and expenses		☐	175
1229	-£1,683.84	£0.00	-£1,683.84 COUN	30/10/24	Hiscox	Insurance pay out against the damaged streetlight		☐	225
1232	£600.00	£0.00	£600.00 COUN	03/11/24	Matthew Todd	Grass cutting & maintenane		☐	195
1233	£420.00	£70.00	£350.00 COUN	01/11/24	Collective Community Planning Ltd	Write SEA/HRA screening assessment for the neighbourhood plan		☐	500
1234	£157.50	£0.00	£157.50 COUN	04/11/24	Docking Brownies	Grant Brownies Trip		☐	270
1235	£800.00	£0.00	£800.00 COUN	04/11/24	1st Docking (Hare's Own) Scout Group	Grant Scouts Kitchen equipment		☐	270
1236	£122.05	£5.81	£116.24 COUN	05/11/24	N Power	Electricity consumption		☐	230
1237	£12.95	£0.00	£12.95 COUN	01/11/24	Tesco Mobile	Mobile contract for Clerk's phone		☐	140
1238	£109.80	£18.30	£91.50 COUN	31/10/24	Westcotec	SAM2 battery and delivery		☐	265
Total	£1,223.25	£81.69	£1,141.56						