

Docking Parish Council Meeting Minutes

Location: **Ripper Hall, Docking**

Date: **Monday 6th February 2025**

Time: **18:30 Tea and biscuits 19:00 commence**

Present: **Cllr Nicola Durrant (Chair), Cllr Josie Flower, Cllr Kevin Crompton, Cllr David Wroth, Cllr Mark Latter, Cllr Sandra Howard, Cllr Angela Archdale. Clerk / RFO A Dovey (Minutes)**

Members of the public – 6

1. *Council resolved that in the absence of Cllr Melanie Lewis (Chair) and Cllr Kate Kilby (Vice Chair), Nicola Durrant chair the meeting. Proposed KC, Seconded JF. Unanimously Carried.*
2. **Chair opens the meeting 19:05.** Welcomes everyone and wishes HNY.
3. **Absences and apologies**
 - a. Council receives and accepts apologies from Cllr Melanie Lewis, Councillor Lisa Leverett, Councillor Ash Miles and Councillor Kate Kilby
4. **Public Session**
 - a. Chair closes the meeting to receive comments from the public
 - b. Council hears a query from an allotment holder as to how the allotment spaces were filled and notes disappointment at not receiving a plot.
 - i. Council hears that the waiting list is given priority. That there are still some people that have been waiting longer (according to the list), and that those waiting list will still be given priority at the next opportunity.
 - c. Chair reopens the meeting.
5. **Declarations of interest for items** on the agenda
 - a. Regarding the SAM2 location, council notes that Cllr Wroth is employed by the Hare family, and Cllr Archdale is a member of Speedwatch.
 - b. Councillors return declarations of interest forms
 - i. It is noted that it is difficult to contact the monitoring officer with these and that previously completed forms have gone missing.
 - ii. **Action: Clerk to submit forms to the monitoring officer and raise the issue of finding the right contact address.**
6. **Past minutes:** *Council resolved to accept the past minutes. Proposed SH | Seconded AA | Carried unanimously.*
7. **Action list reviewed** and updates/actions agreed as follows:
 - a. **Action:** Clarify purpose and desired outcome of meeting with Playing Field and Football Club and recontact to enquire about a meeting.
 - b. **Action:** Woodland Trust meeting – clarify with Cllr Lewis and Kilby the status.
 - c. Village Sign
 - i. Discussion around requirements and challenges
 - ii. Suggestion maybe parish children could do tiles (JF) received support.
 - iii. **Action: Agreed for Clerk to research village sign options and present a report at the February meeting.**
 - d. Biodiversity Policy is almost ready
 1. **action: to be reviewed for adoption at the February 2025 meeting.**

- e. Highways public meeting request regarding speeding and other concerns has been sent to James Wilde and is ongoing/awaiting reply.
- f. Allotment gates and fencing: **Agreed action to:**
 - 1. **Canvas allotment holder opinion on the provision of gates and fencing at the second entrance.**
 - 2. **Produce Allotment gate and fence spec and seek estimates/quotes**
- g. S106 funds – agreed that the school has been receiving and using these – no further action.
- h. Charitable Trust actions
 - i. **Action to write to the Charitable Trust to call a meeting and propose a date of 3rd Feb 2025 21:00 at Ripper Hall.**
 - i. **Action: Having reviewed draft letter to school re parking and governors, Council agreed that the Clerk to send the letter.**
 - j. The spec for the clearing of the ORG has been published
 - i. *Council resolved to delegate power to the Clerk to select a quote before the next meeting if one is within budget and timescale. Proposed JF / Seconded AA. Carried unanimously.*
 - 1. **Action: Clerk to seek quotes and select one for the ORG clearing.**
 - ii. Council clarified that the proposed fencing is just along the access road.
 - k. Council confirmed that the Flag Pole has been erected and noted that the Norfolk Flag is incorrect (it's backwards).
 - i. *Council resolved to change the flag to England for the duration of the Six Nations and investigate the possibility of correcting the Flag. Proposed AA, Seconded ND – carried unanimously.*
 - 1. **Action: Clerk to investigate correcting the Norfolk Flag.**
 - l. Council notes that possible uses for Cllr Chenery's donation of £1000 could be used for another SAM2 / more signage / speed control measures, and
- 8. **County & Borough Councillor reports:** Council receives apologies from Cllr Chenery and Cllr Sandell (Borough and County Councillors).
 - a. Notes Cllr Chenery's updates have been circulated.
 - b. Hears Cllr Sandell is investigating Monks Close / Freebridge community centre.
- 9. **Clerks report** received with key updates and actions as follows:
 - a. 1.5 allotment plots have changed hands, and new tenants are agreed with being digital.
 - b. The Avian Flu warning has been circulated and actioned.
 - c. Council hears that stakes have been set out proposing new SAM2 location and hears of additional complications:
 - i. Westcotec are reported to be unable to position a pole close to the wall (stakes 1-5) due to a large crack causing safety concerns.
 - ii. Space around stakes 1-6 is insufficient for manoeuvring, especially given the almost unmanageable weight of SAM2.
 - iii. Westcotec have advised batteries recommended recharging is fortnightly.
 - iv. Not all stakeholders have had a chance to respond to the proposal.
 - 1. Council agrees to defer decision to the February meeting pending receiving all appropriate information.
 - a. **Action: Clerk to source and verify information and submit a new report to all parties ahead of the February meeting.**
 - v. Clerk reports that the group membership has been updated and is yet to send round external group memo, but will circulate ahead of February.
 - vi. Clerk notes concern that VAT is proving difficult to submit as there are no passwords available and HMRC is non-responsive to requests for help.
 - vii. Clerk reports that the appraisal has not yet happened and notes concern over implications for being out of contract.
 - i. **Action: Clerk to arrange appraisal meeting with Cllr Archdale.**

10. Council received update on Asset management:

- a. Clerk, ND & KC Assets have largely been mapped with some outstanding queries regarding timing and management of inspections, work to be approved, some missing assets, and some missing valuations.
 - i. Council notes the unmapped Dog Bin may be Bradmere Lane.
 - 1. **Action: Clerk to locate missing dog bin and map.**
 - b. *Council resolved to inspect assets twice yearly – April and October, in time for the AGM and in time for annual budgets – carried out by asset team and volunteers.*
 - i. **Action: Clerk to ensure asset team has an easy list of assets and locations for checking, to schedule and send out reminders.**
 - c. *Council resolved to carry out cleaning work as required on benches, village signs, and war memorial.*
 - i. **Action: Clerk to liaise with Matthew Todd in the first instance for cleaning and to investigate the need for specialist cleaning for the war memorial.**
 - ii. **Action: Cllr Wroth and Crompton to investigate broken slat in bench in the Pound**
 - d. Council notes confusion and possible barring of permitted entry to area around the fishing pond
 - i. *Council resolves to clarify confusion and take necessary collaborative action to ensure any access rights are upheld. Proposed JF / Seconded DW. Unanimously carried.*
 - ii. Council notes past minutes state that the parish owns land from Clay Pits with a pathway around the edge of the water and that reasons for barring are due to health and safety and fear of fish theft, whilst there is a suggested idea that the Fishing Club may own the land from road to pond.
 - 1. **Action Clerk to investigate land ownership (registry request for £24 required is approved) and to reach out to the fishing club to seek a conversation.**
 - iii. Council hears of missing valuations for non-land assets – cage / pond / stocks / tree / allotment memorial pillar and resolves to seek valuations.
 - 1. **Action: Clerk to seek valuations for assets currently unvalued.**
 - iv. **Action: Council agrees to include trees on risk assessment and Clerk to effect**
 - e. Council hears from Clerk that the streetlight previously damaged in an accident has not been reinstated as per invoice, and so the insurance claim has been reopened and inquiries are being made.
 - f. Council hears that the Brancaster Road SAM pole location, although the hedge has been cut back, it is not far enough to allow a SAM2 to be sited there. And Cllr Crompton offers to cut back.
 - i. **Action: Cllr Crompton to cut back Brancaster SAM2 hedge.**
 - ii. **Action: Clerk to contact Highways to request a further cutback.**
 - iii. **Action: Clerk to ask contractor if it is possible to include Brancaster SAM2 hedge cutback in the work spec.**
11. **Events:** Council hears that the Christmas lights takedown has been delayed by the 35+knot winds and will be taken down as soon as the weather is appropriate.
12. **Q3 Financial report** Council receives and resolves to approve the Quarter 3 financial report. Proposed AA, Seconded SH. Unanimously carried.
13. **Monthly Financial report:** Council resolves to approve the December reconciliations, December Expenditure, and upcoming January 2025 expenditure, and the Chair signs. Proposed AA, Seconded SH. Unanimously carried.
 - a. **Action: Clerk to make January 2025 payments and publish finance reports ad appropriate**
14. **Precept :** Council received precept proposal and notes that the double weighting for second homes means the average council tax is lower per person.

- a. Council resolves to accept precept proposal at £26,033.55. Tax base 697.4, giving a band D average of £37.33. Proposed JF | Seconded DW Unanimously carried.
- b. **Action: Clerk to submit precept request form.**

15. CIL Funding; Council notes dates of application window 01.01.25 – 01.02.25 and emphasizes importance of taking opportunities to increase our income balanced with importance of not rushing projects.

- a. Suggested using CIL to maximize Highways ringfenced donation from Cllr Chenery.
- b. Notes possibility of applying for CIL funding for village sign.
 - i. **Action: Clerk to investigate possibility of using CIL funding for the Village Sign**
 - ii. **Action: Clerk to investigate possibility of using CIL Funding for allotment gates and fencing**
 - iii. **Action: Clerk to investigate CIL funding application for highways improvement**
 - iv. **Action: Clerk to investigate SAM2 options and quotes and present to Council.**
 - v. **Action: Clerk to contact Cllr Chenery and outline ideas.**

16. Citizens Award Scheme

- a. Cllr Flowers acknowledges that we are blessed with some very engaged, positive parishioners generous with their time, skills, and experience and supports a parishioner's suggestion of a Citizen's Award / Recognition Scheme.
 - i. Council supports idea and notes importance of respecting parishioners' privacy (GDPR) and notes preference for annually recognizing everyone rather than having a 1-person or category awards.
 - ii. *Council resolves to celebrate community effort. Proposed JF | Seconded KC | Unanimously carried.*
 - iii. **Action: Clerk to write GDPR compliant statement and process and advertise Citizen Recognition Scheme.**

17. Correspondence:

- a. Council noted emails from parishioner concerned about environmentally impact of SAM light around the pond and notes belief that the wall is not Parish owned.
- b. Noted correspondence between Clerk and parishioner regarding ORG concerns.
- c. Noted correspondence from parishioner via Cllr Howard regarding cleaning/maintaining the War Memorial with it being green and some names fading and the surround being a bit run down.
 - i. Cllr Howard proposes motion to maintain the War Memorial.
 - ii. Council noted the importance of making sure the process is done with appropriate materials and care and the possibility of redoing the surround with a suggestion of some tiles by school children.
 - iii. *Council resolves to clean the war memorial and look to improve condition. Proposed ND / Seconded KC | Carried unanimously.*
 - iv. **Action: Cllr Wroth and Crompton to look at the war memorial for a plan and either to clean or liaise with Clerk to get quotes for cleaning if specialist knowledge required.**

18. Planning

- a. Council resolved to ratify the Delegated Planning Applications, Proposed AA | Seconded DW. Carried unanimously.
 - a. 24/02068/F | School fire exits | Objected – not in keeping.
- b. Council resolved to raise no objection to the School exits amended application. Proposed SH | Seconded ND. Carried unanimously.
 - i. 24/02068/F | School exits – re-applied with changes.
- c. Council resolved to waive the required days for considering an application. Proposed AA | Seconded JS. Carried unanimously

- i. resolved to Support Planning application no. 24/02239/F HOUSEHOLDER - Extensions & alterations to dwelling at Great Bustards High, Street Docking King's Lynn Norfolk PE31. Proposed AA / Seconded ND. Carried unanimously.*

1. Action, Clerk to register Councils 'support' response to planning application 24/02239/F

19. Items for next month's agenda

- a.** Request white lines to make road edges with Highways.
- b.** Parking issues - are yellow lines a possibility?
- c.** Email to James Wilde Update.

20. Meeting dates

- a.** Council confirms next meeting date as Monday 3rd Feb 2025 18:30 for biscuits and tea, 19:00 to start at Ripper Hall. Docking.
- b.** Council confirms AGM to be in the Pavilion with timings as follows: 18:30 biscuits and tea, 19:00 general village meeting, 19:30 AGM to start.
 - i. Action: Clerk to advertise AGM.**

21. Chair closed the meeting at 20:40.

22. After the meeting, a parishioner noted use of defibrillator and issues with the code

- a. Action: Clerk to check with Cllr Lewis on defib status.**