

Docking Parish Council Meeting Minutes

Location: Ripper Hall, Docking

Date: 09/12/24

Time: 18:30 Doors open. 19:00 Meeting starts.

Present:

Cllr Kate Kilby | **Chair** (Vice Chair) | KK

Cllr Kevin Crompton | KC

Cllr Nicola Durrant | ND

Cllr Josie Flower | JF

Cllr Angela Archdale | AA

Cllr Sandra Howard | SH

Clerk / RFO Annalisa Dovey | **Minutes.**

Members of Public | approx. 10

1. **Chair opens** the meeting and welcomes everyone at 19:00
2. **Apologies** received from: Cllr Mark Latter, Cllr Melanie Lewis (Chair), Cllr Lisa Leverett, Cllr David Wroth, Cllr Ash Miles

Chair Closes the meeting and opens to the public

3. Public session

3.1. Concerning the agenda item for the potential relocation of a SAM2

3.1.1. Member of public reiterated safety concerns around speeding in Docking with a high population and high traffic density and high speeding figures.

3.1.2. Member of public noted sympathies and support for the existence of the SAM2 but felt the location could be moved a short way from the historically, culturally, and aesthetically important gates, meeting both needs.

3.1.2.1. Member notes willingness to part-fund a relocation.

3.2. Cllr Chenery requests that any outstanding highways requests to be forwarded to him for his assistance.

3.2.1. Action: (Clerk) to email Cllr Michael Chenery outstanding highways questions.

3.3. Speed watch Update.

3.3.1. Docking speed watch has begun to collaborate with the police on trials for the best safe positioning of speed watch team safety signs.

Meeting reopened

4. Declarations of interest

4.1. AA notes interest in Speed watch as a member of the speed watch team

5. Past Minutes and Actions

5.1. November 2024 Minutes agreed. P'ed SH | S'ed ND – all in favour.

5.2. Updated actions received.

5.2.1. Council resolved to approve the updated actions as accurate. P'ed SH | S'ed ND – all in favour.

5.3. Actions not yet updated received and noted.

5.3.1. Late update: ND and clerk have visited the ORG to inspect access and identified one risk and mitigating action – inaccurate and deteriorated signs requiring renewal and replacement.

5.3.1.1. Action: Clerk to add signage to phase 1 of ORG project

6. **Borough Councillor report:** Cllr Sandell sends apologies.

7. County Councillor Report

7.1. Cllr Chenery in attendance

7.1.1. provides updates on devolution progress.

7.1.2. Notes boundary changes and impact on representation

7.1.3. Offers £1000 budget for highways improvements.

7.1.3.1. Action: Councillors to discuss any highways requirements and report back in the new year

7.1.4. Clarifies that all three emailed reports are different.

8. Clerk's report

8.1. Council hears that policies and procedures are up to date and later the agenda for review and adoption except for the biodiversity policy.

8.1.1. Council resolves to write a biodiversity policy for January 2025

8.1.1.1. Action: SH, AA and interested Cllrs to collaborate on completing biodiversity policy for January 2025

8.2. Council resolves to agree with the clerk's proposal to review all assets and asset management.

8.2.1. Review all assets, (walk around

8.2.2. Find / carry out a valuation of assets without a valuation.

8.2.3. Set up a review and maintenance schedule for assets.

8.2.4. Review and agree contracts for said maintenance.

8.2.5. Consider setting up a council Asset Management sub-committee.

8.2.5.1. Action: Clerk, ND, KC to complete walk around of assets

8.2.5.2. Action: Clerk to produce asset report and recommendations for January meeting

8.3. Council resolves to proceed with KC installing the new dog bin at no work cost.

8.3.1. Action: Clerk to cancel Westcotec order and purchase Dog bin for KC to install

8.4. Allotments

8.4.1. Council hears all tenants excepting one have been contacted electronically and by recorded post (and confirmed delivery) and notes the expense of recorded post.

8.4.2. Two rent payment are already in

8.4.3. One and a half plots will be vacated.

8.4.3.1. Action: Clerk to contact waiting list and advertise.

8.4.4. Clerk requests any leads to the uncontactable tenant.

8.4.5. Council resolves to move allotment management to paperless / digital where possible and for all new tenants.

8.4.5.1. Action: Clerk to move towards electronic allotment management.

8.5. Training

8.5.1. Clerk notes completion of ILCA, readiness for FILCA and CILCA and the intention of Burnham market PC to share the cost of the CILCA.

8.5.2. Council resolves to support the clerk in starting the FILCA now with payment approved.

8.5.2.1. Action: clerk to commence FILCA

8.6. Highways updates

- 8.6.1. Council hears it is not financially viable to install a crossing at the spar given the footfall and traffic numbers.
- 8.6.2. Highways do not anticipate an increased footfall to the ORG to cause problem unless it is large numbers.
- 8.6.3. There has been no response to a public meeting to discuss speeding and any other issues, noting limited finance, time, and staff resources. However, it is possible to raise the issues with our MP.

8.6.3.1. Action: clerk to emails Cllr Chenery highways questions and the MP

- 9. **Events:** Council notes the Xmas lights have been installed and formally acknowledges Harry Bedford and Family and council volunteers for their efforts.

10. Finance

- 10.1. Responsible Finance officer Report November 2024 received:
 - 10.1.1. Council resolved to Approve the statement of accounts November 2024: P'ed AA / S'ed ND – carried unanimously.
 - 10.1.2. Council noted two payments received for allotment rent.
 - 10.1.3. Council noted no transfers.
 - 10.1.4. Council resolved to approve and sign the bank reconciliation statement November 2024. P'ed AA / S'ed ND. Carried unanimously.
 - 10.1.5. Council resolved to approve the upcoming expenditure December 2024 including two late arriving invoices for N Power and Tesco Mobile. P'ed AA / S'ed ND - Carried unanimously.

10.1.5.1. Action: Clerk to set up payments for signatories to approve

10.2. Budget

- 10.2.1. Council received proposed budget 2025 - 2026 and resolved to approve it. P'ed AA | S'ed JF | carried – unanimously.

10.2.1.1. Action: Clerk to publish budget on website and set up on AdvantEdge

- 11. **Printing Costs:** Council receives cost benefit comparison of having a printer vs outsourcing printing. Council resolves to continue outsourcing and to review costs again in 6 months with the intention to move paperless.

11.1. Action: Clerk to implement electronic signing of minutes and documents.

11.2. Action: Clerk to produce printing cost review for review at the June 2025 meeting

- 12. **School Parking Congestion:** Council discussed safety concerns around parking during school drop off and pick up, noting that the high number of students (approx. forty-one, with more to come from Brancaster) coming in from outside docking and the minibus routes makes multiple car-drop offs inevitable. Council noted various possible solutions such as police presence, yellow lines, times drop offs and acknowledge that all solutions require discussion and collaboration with the school.

12.1. Council resolves to write to the school to ask for a meeting to discuss solutions and to request a PC representative to be on the governors' board.

12.1.1. Action: Clerk to draft email to bring to next meeting for approval for sending

13. SAM2 relocation

- 13.1.** Council considered the two sides of the debate noting the principles of keeping a SAM2 where it can have best effect on speeding whilst also preserving the character of the village and not risking encroaching on private land.
- 13.1.1.** Council heard concerns about the proposed position – noting the importance of remaining the same distance from the verge for safe changing of the battery and to keep it clear of traffic.
- 13.1.2.** Council noted a correction: the SAM2 in question is a repeater sign so does not turn / move.
- 13.1.3.** Council confirmed the intention would be to move along the road, but not any closer to it.
- 13.1.3.1.** Council resolved to place a stake / cane in the proposed spot for review at the next meeting.
- 13.1.3.1.1. Action: KC to position stake / cane**
- 13.1.3.1.2. Action: clerk to confirm position with police.**

14. Monks Close Community Centre

- 14.1.** Council heard report from JF on Monk's Close community centre and Monks close residents wishing to be more involved.
- 14.2.** Council heard Freebridge confirmation that there are no plans to develop the centre, no time scales, and no responsible managing person with whom to open a conversation.
- 14.3.** Cllr Chenery suggested contact Cllr Sandell for assistance.
- 14.4.** Council resolved to develop links with Monk's Close and support the community centre where possible.
- 14.4.1. Action: Clerk to contact Cllr Sandell and Bircham Newton council for assistance.**
- 14.4.2. Action: clerk to add Monks Close Facebook Page.**

15. ORG Project brief received.

- 15.1.** Council notes that
- 15.1.1.** The covenant obligates the council to create recreational ground.
- 15.1.2.** Boundary has been confirmed.
- 15.1.3.** Volunteers have volunteered to help plant hedge.
- 15.1.4.** Council resolved to discuss plans with residents and approves the principle of consultation for all additional enhancements.
- 15.1.5.** Council resolves to proceed with Phase 1a and, the principle of Phase 1b once the tree and bench locations can be confirmed.
- 15.1.6. Action: ND will provide an address to clerk for letter and deliver and put the brief on the noticeboard.**
- 15.1.7. Action: clerk will put clearing out to tender and proceed with phase 1a.**

16. Flagpole

- 16.1.** Council confirmed the strength of the flagpole is sufficient to stand all the time.
- 16.1.1.** Council resolved to leave the flagpole erected: P'ed AA | S'ed JF: Carried unanimously.
- 16.1.1.1. Action: Clerk to request it be re-erected.**
- 16.1.2.** Council resolved to leave the question of flags to a later meeting (February)

17. Governance

- 17.1.** Council received and resolved to adopt the Antibullying policy. P'ed JF | S'ed ND – Carried unanimously.

- 17.2. Council received and resolved to adopt the Code of Conduct. P'ed AA | S'ed KK – Carried unanimously.
- 17.3. Council received and resolved to adopt the Complaints Policy. P'ed ND | S'ed KC – Carried unanimously.
- 17.4. Council received and resolved to adopt the Delegation schedule. P'ed JF | S'ed ND – Carried unanimously.
- 17.4.1. Motion to approve delegated power 'The clerk be authorised to approve expenditure for a project or piece of work where the quote / cost does not exceed that already approved by council within a 10% margin'.
- 17.4.1.1. P'ed JF | S'ed AA – Carried unanimously.
- 17.4.2. Motion to approve delegated power 'The clerk is authorised to Submit a response on behalf of the planning committee (or full council if the planning committee is disbanded) where a response is required before the next Council meeting.
- 17.4.2.1. P'ed JF | S'ed AA – Carried unanimously.
- 17.5. Council receives and resolves to adopt the Equality & Diversity Policy. P'ed AA | S'ed KK – Carried unanimously.
- 17.6. Council receives and resolves to adopt the Grievance Policy. P'ed AA | S'ed KK – Carried unanimously.
- 17.7. Council receives the group Membership Policy and approves in principle but notes additions required.
- 17.7.1. Action: Clerk to add Assets Sub-committee (KC, DW, ND) to the group register**
- 17.7.2. Action Clerk to circulate list of external groups and collate details to bring back to the next meeting for approval.**
- 17.7.2.1. Note JF is on Jacks Wind Farm and Ripper Hall Committee
- 17.8. Council receives and resolves to adopt the Homeworking Policy. P'ed KK | S'ed ND – Carried unanimously.
- 17.9. Council receives and resolves to adopt the IT Security and usage Policy. P'ed KK | S'ed ND – Carried unanimously.
- 17.10. Council receives and resolves to adopt the Pension Policy. P'ed JF | S'ed ND – Carried unanimously.
- 17.11. Council receives and resolves to adopt the Record management Policy. P'ed AA | S'ed KK – Carried unanimously.
- 17.11.1. Action: Clerk to collect papers from the pound, digitise and archive, as necessary.**
- 17.12. Council reviewed the Risk Management Policy and Register
- 17.12.1. Council resolved to adopt the Risk Management Policy and approved the Risk management Register, approving each line and necessary actions identified. P'ed JF | S'ed ND Carried unanimously.
18. During the Policy review, a meeting extension was proposed (AA), seconded (KK) and carried unanimously twice. First for 10 minutes then 15 minutes. P'ed AA

19. Correspondence

- 19.1. Council noted correspondence received.
- 19.1.1. Action: Clerk to place a citizens award scheme on the January agenda for discussion.**

20. Planning

20.1. Council noted and agreed delegated decisions:

20.1.1. 24/01992/F: Objection

20.1.2. 24/01900/F: No objection

20.1.3. 24/02001/F: No objection

20.2. Council received planning application 24/02068/F | Docking Primary School | UPVC exits for evacuations and resolved to object on the grounds of it not being in keeping with a historic building.

20.3. Council agreed that there had been sufficient time to review application 24/02119/F: Meadowview | rear extension and porch extension despite being after the agenda and resolved to raise no objection.

20.3.1. Action: Clerk to respond to planning applications as agreed

21. **Next meeting date** confirmed at Monday 6th January 2025: 18:30 for tea and biscuits. 19:00 meeting starts at Ripper Hall.

22. **Meeting close:** 21:20

<u>Initial Date</u>	<u>Action</u>	<u>responsible</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		
Dec-24	Action: (Clerk) to email Cllr Michael Chenery outstanding highways questions	Clerk		Completed	
Dec-24	Clerk to add signage to phase 1 of ORG project	Clerk		Completed	
Dec-24	Clerk, ND, KC to complete walk around of assets	Clerk, ND, KC N,		Completed	
Dec-24	Clerk to produce asset report and recommendations for January meeting	Clerk		Completed	With questions and things to clarify
Dec-24	Clerk to cancel Westcotec order and purchase Dog bin for KC to install	Clerk / KC		Completed	
Dec-24	Allotments: Clerk to contact waiting list and advertise 1,5 plots	Clerk		Completed	Both plots taken, all paperwork in progress
Dec-24	clerk to commence FILCA	Clerk		Completed	
Dec-24	clerk to emails Cllr Chenery highways questions and the MP	clerk		Completed	noted the parking issues and desire to have a speed camera.
Dec-24	Clerk to set up payments for signatories to approve	Clerk		completed	all paid
Dec-24	Clerk to draft email to school to explore parking options and offer a councillor to sit on genners board to bring to next meeting for approval for sending	Clerk / approval		Completed	on the agenda
Dec-24	14.4.1.Action Clerk to contact Cllr Sandell and Bircham Newton council for assistance	Clerk		completed	I have emailed - but there has been no response yet
Dec-24	clerk to add Monks Close Facebook Page	Clerk		completed	private group - I have requested membership but no response yet.
Dec-24	ND will provide an addresses to clerk for letter and deliver and put the brief on the noticeboard.	ND		Completed	Letters delivered
Dec-24	clerk will put clearing out to tender and proceed with phase 1a	Clerk		completed	Motion to approve delegate power for the clerk to approve an estimate for the clearing and proceed with work
Dec-24	Clerk to request flagpole be re-erected.	Clerk		completed	its up and flying the Norfolk flag
Dec-24	Clerk to add Assets Sub-committee (KC, DW, ND) to the group register	Clerk		completed	
Dec-24	19.1.1.Action: Clerk to place a citizens award scheme on the January agenda for discussion	Clerk		Completed	
Dec-24	Clerk to respond to planning applications as agreed	Clerk		Completed	
Dec-24	Clerk to produce printing cost review for review at the June 2025 meeting	Clerk / the		deferred	June
Dec-24	Clerk to move towards electronic allotment management	clerk		ongoing	
Dec-24	Clerk to publish budget on website and set up on AdvantEdge	Clerk		Ongoing	Awaiting Edge support desk to open (2nd Jan)

Dec-24	Clerk to implement electronic signing of minutes and documents	Ctoim		Ongoing	
Dec-24	SAM2: 13.1.3.1.1.Action: KC to position stake / cane 13.1.3.1.2.Action clerk to confirm position with police	KC / Clerk		ongoing	stakes in and email sent to the police and higways - awaiting feedback.
Dec-24	Action Clerk to circulate list of external groups and collate details to bring back to the next meeting for approval	Action / meeting		ONgoing	I cant find the document - I am still looking
Dec-24	17.11.1.Action: Clerk to collect papers from the pound, digitise and archive, as necessary.	Clerk		ongoing	
Dec-24	SH, AA and interested Cllrs to collaborate on completing biodiversity policy for January 2025	SH, AA			
Dec-24	Councillors to discuss any highways requirements and report back in the new	Cllrs			

Status	Category	Item	W3W	Purchase date	Insurance value	other notes	Maintenance schedule (all visually checked biannually)	Maintenance done	Last checked	Work required
Current	Building	Bus Shelter	contracts.liver.dubbing		3500				16/12/2024	/
Current	Building	The Village cage & pound	drooling.quietest.candy						16/12/2024	need a valuation
Current	Furniture	Allotment pillar & plaque	register.rankings.crumple						16/12/2024	Clean
Current	Furniture	Bench (Composite	sedated.wept.reset		1220	On Village Green			16/12/2024	Clean
Current	Furniture	Bench (Composite	many.sliders.shortens		1220	near to noticeboard and flagpole			16/12/2024	/
Current	Furniture	Bench (Composite)	digress.politics.decorator		1220	On Village Green			16/12/2024	Clean
Current	Furniture	Bench (Oak triangle)	Blogging diary ever		1000	with big oak tree			16/12/2024	clean (treat wood?)
Current	Furniture	Bench (wooden) with plaque	parks.zealous.perch		1220				16/12/2024	back slat split
Current	Furniture	Bench with Plaque (composite)	hound.seaside.widen		1220				16/12/2024	/
Current	Furniture	Bench with Plaque (composite)	skews.centrally.weddings		1220				16/12/2024	clean
Current	Furniture	Defibrillator (VH)	regulator.clouding.fevered	Dec-24	2170	Community heartbeat	pads replaced each time used and XXX years battery replaced		16/12/2024	need to find register and passwords
Current	Furniture	Dog Bin (red)	luggage.shin.quail		250				16/12/2024	/
Current	Furniture	Dog bin at Allotments	register.rankings.crumple	Dec-24	250	Glasdon supplied via westcotec)			16/12/2024	to be installed
Current	Furniture	Dog Bin Red	facelift.things.pitching		250				16/12/2024	/
Current	Furniture	Dog Bin Red	rocket.baths.ambient		250				16/12/2024	clean it
Current	Furniture	Dog bins red (small)	///plus.blunders.knitted		250	one big one small next to each other			16/12/2024	/
Current	Furniture	Dog bins red (small)	///plus.blunders.knitted		250	one big one small next to each other			16/12/2024	/
Current	Furniture	Flag Pole	many.sliders.shortens		360					
Current	Furniture	Noticeboard (double large)	many.sliders.shortens		1000	near to bench and flagpole			16/12/2024	/
Current	Furniture	Noticeboard (spar)	revolts.mascot.afflicted		1000				16/12/2024	/
Current	Furniture	ORG entrance signage	///improvise.reception.threat en			the road is not ours - the signs are. We ahvea permissive access agreement with Mr Hare to get to the ORG			16/12/2024	New signage required
Current	Furniture	Sam2 and post	sands.exposing.grinders		3400	we have 2 SAM2 s and (?) posts and locations	batteries and moving (managed by speed watch)		16/12/2024	/

Current	Furniture	Sam2 and post	materials.times.bracelet	2024	3400			16/12/2024	need to decide on permanent location
Current	Furniture	SAM2 Post	Differ.secretly.piston		400			16/12/2024	where are the other posts?
Current	Furniture	Stocks	dragon.Mondays.masterful					16/12/2024	Clean, treat wood and clean plaque
Current	Furniture	Street lights (37)	AS per K&M spreadsheet		12950			as pr K&M spreadsheet	
Current	Furniture	Village Gateways (towards fakenham)	Metro.head.proposals					16/12/2024	clean
Current	Furniture	Village Sign	verbs.shimmered.highbrow		8000	On Village Green		16/12/2024	clean, renovate
Current	Furniture	War Memorial			10500				Clean
Current	Items	Christmas Lights		Dec-24		bought from Amazon			
Current	Items	Christmas lights (other)							
Current	Items	Tommy Figure (2021)		2021	200				
Current	Land	Allotments (front entrance)	register.rankings.crumple						
Current	Land	Allotments back entrance	indoor.thumb.letter					16/12/2024	back gates and fencing
Current	Land	Clay Pits (CL105)							
Current	Land	green triangle with bench noticeboard and flagpole	many.sliders.shortens						
Current	Land	green triangle with large Oaktree	syndicate.behave.greed tree: marmelade,Rally.Score					16/12/2024	clarity of ownership
Current	Land	Oak Triangle	blogging.diary.ever			has oak tree and bench	Mown	16/12/2024	
Current	Land	Pond (High Street)	cracker.simulates.outsize						
Current	Land	The Green	digress.politics.decorator			also site of 2x benches , stocks and plaque, walnut tree and plaque, Village sign	Mown	16/12/2024	
Current	Land	The Pound Garden	parks.zealous.perch						
Current	Land	Fishing ponds	gates: local.caressing.mixed pond:gent.wakes.revamping					16/12/2024	gain clarity on access and ownership
Current	Land	ORG	///trailing.artichoke.flown			We have a covenant obligating us to maintain this for recreational use. All of the dox are in the pdf pack but there is a screenshot in the notes here.		16/12/2024	Clearing, securing perimeter, signage, (ORG project)

Current	Land	The Common				*currently (2024) rented out and rent is paid to the chairity.				W3W & Pic resolve lease and rent - trustees
Current	Office	Flag pole 1.00 253.62 14/06/2024		14/06/2024	300				/	/
Current	Office	Flags 3.00 60.00 180.00 14/06/2024		£60x3, 14/06/24	180				/	/
Current	Office	Hi-viz vest 3.00 31.00 93.00 11/07/2024		11/07/2024	93					
Current	Office	Laptop HP			500				/	/
Current	Office	Lenovo Tablet M10 x11 29/08/2024		29/08/2024	1639.04				/	/
Current	Office	Playpole base 1.00 250.00 250.00 15/07/2024		15/07/2024	250					
Current	Office	Poppies 14/06/24			276				/	/
Current	Pond	Pond (Bell)	clasps.begins.frown						16/12/2024	/
Current	Pond	Pond (sedgefordsroad)	safe.trackers.trusts						16/12/2024	Railings to be fixed - In the pipeline with Hihways - check back in May 2025 - contact LB
Current	Pond	Pond (Stanhoe Road)	Speed//runner/faced						16/12/2024	
Current	Tree	Tree Hare Walnut Memorial Tree	turned.longing.princely			On Village Green			16/12/2024	
Disposed 2023	Furniture	Wastebins and covers	/		/	/	/		/	/
in progress	Furniture	Defibrillator (Railway Inn)			1500	London Hearts - 02070432493 Mindray C1A Fully Automatic Defibrillator and External Heated Cabinet with keypad lock be registered with the ambulance service via The Circuit online registration.	for ongoing maintenance – simple routine visual checks, changing of battery after 5 years (cost of approx. £235.00 exc VAT) and pads at expiry or after each use (cost of approx. £47.00 exc VAT)		/	/
In progress	Land	Tett Turrets (and vegetation)	hillsides.weaved.playoffs						/	/

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Revised	Reserve Movements	Actual Net	Balance	Variance
INCOME							
Council							
1	Precept	£36,680.00	£39,530.00	£0.00	£39,530.00	£0.00	0.00%
2	Allotment Rents	£350.00	£350.00	£0.00	£320.50	-£29.50	-9.20%
3	CIL	£0.00	£0.00	£0.00	£2,817.91	£2,817.91	100.00%
5	Grants						
5/1	SAM2 Grant	£0.00	£3,175.00	£0.00	£3,175.00	£0.00	0.00%
5/2	CIL ORG Grant	£0.00	£6,203.15	£0.00	£0.00	-£6,203.15	100.00%
5/3	Xmas Lights Donation	£0.00	£0.00	£0.00	£100.00	£100.00	100.00%
5	Total	£0.00	£9,378.15	£0.00	£3,275.00	-£6,103.15	-186.36%
6	Parish Partnership Scheme (NCC)	£2,500.00	£2,500.00	£0.00	£3,342.68	£842.68	25.21%
7	Bank Interest CIL	£0.00	£120.00	£0.00	£91.59	-£28.41	-31.02%
8	Bank Interest Savings Bank Interest Savings	£0.00	£1,300.00	£0.00	£755.31	-£544.69	-72.11%
9	Allotment Wrong Account	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%
10	Misc paid to wrong account	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%
15	Neighbourhood Plan	£0.00	£9,925.00	£0.00	£9,925.00	£0.00	0.00%
Total Council		£39,530.00	£65,541.98	£0.00	£60,057.99	-£5,483.99	-9.13%
Total Income		£39,530.00	£65,541.98	£0.00	£60,057.99	-£5,483.99	-9.13%

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Revised	Reserve Movements	Actual Net	Balance	Variance
EXPENDITURE							
Council							
100	Chairman's Allowance	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
105	Councillors Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
110	Councillor Training	£500.00	£500.00	£0.00	£360.00	£140.00	-38.89%
115	Insurance	£900.00	£900.00	£0.00	£1,000.17	£-100.17	10.02%
120	Audit Fees	£500.00	£500.00	£0.00	£440.00	£60.00	-13.64%
125	Subscriptions / memberships	£1,050.00	£1,050.00	£0.00	£1,139.19	£-89.19	7.83%
130	Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
135	Room Hire	£504.00	£504.00	£0.00	£127.50	£376.50	-295.29%
140	Office Equipment/Maintenance	£956.00	£956.00	£0.00	£1,886.04	£-930.04	49.31%
145	Stationery/Postage	£20.00	£20.00	£0.00	£63.39	£-43.39	68.45%
150	Legal Fees	£5,000.00	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
155	Allotment Maintenance	£500.00	£500.00	£0.00	£0.00	£500.00	100.00%
160	Election Expenses	£9,000.00	£4,000.00	£0.00	£0.00	£4,000.00	100.00%
165	De-Fib Maintenance	£0.00	£0.00	£0.00	£869.90	£-869.90	100.00%
170	Bank Charges	£0.00	£0.00	£0.00	£47.40	£-47.40	100.00%
175	Printing Costs	£180.00	£180.00	£0.00	£79.17	£100.83	-127.36%
180	Website / Emails	£210.00	£210.00	£0.00	£0.00	£210.00	100.00%
185	Noticeboards / Village Newsletter	£100.00	£100.00	£0.00	£0.00	£100.00	100.00%
190	Bench	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
195	Grasscutting	£7,200.00	£7,200.00	£0.00	£7,590.40	£-390.40	5.14%
200	Dog Bin New	£0.00	£0.00	£0.00	£193.32	£-193.32	100.00%

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Revised	Reserve Movements	Actual Net	Balance	Variance
205	Dog Bin Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
210	Dog Bin Emptying	£800.00	£800.00	£0.00	£666.12	£133.88	-20.10%
215	Litterbin	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
220	Streetlight New	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
225	Streetlight Maintenance	£360.00	£360.00	£0.00	£781.39	£-421.39	53.93%
230	Streetlight Energy	£1,200.00	£1,200.00	£0.00	£1,012.41	£187.59	-18.53%
235	General Village Maintenance	£0.00	£5,182.00	£0.00	£128.47	£5,053.53	-3933.63%
240	Village Events	£1,050.00	£1,050.00	£0.00	£1,120.72	£-70.72	6.31%
245	Employment Costs	£0.00	£0.00	£0.00	£96.00	£-96.00	100.00%
250	Staff Training	£500.00	£500.00	£0.00	£240.00	£260.00	-108.33%
255	Staff Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
260	Staff Mileage	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
265	SAMS2 Maintenance	£1,000.00	£4,175.00	£0.00	£3,489.15	£685.85	-19.66%
270	Grants	£3,000.00	£8,000.00	£0.00	£6,757.50	£1,242.50	-18.39%
300	Standard CIL Expenditure	£0.00	£7,194.00	£0.00	£0.00	£7,194.00	100.00%
400	Staff Salary	£5,000.00	£5,000.00	£0.00	£4,651.30	£348.70	-7.50%
405	Employers NI	£0.00	£0.00	£0.00	£142.26	£-142.26	100.00%
410	PAYE	£0.00	£0.00	£0.00	£1,042.20	£-1,042.20	100.00%
415	Clerks Pension	£0.00	£0.00	£0.00	£0.00	£0.00	100.00%
500	Neighbourhood Plan	£0.00	£10,000.00	£0.00	£6,374.35	£3,625.65	-56.88%
Total Council		£39,530.00	£65,081.00	£0.00	£40,298.35	£24,782.65	-61.50%
Total Expenditure		£39,530.00	£65,081.00	£0.00	£40,298.35	£24,782.65	-61.50%

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Revised	Reserve Movements	Actual Net	Balance	Variance
Total Income	£39,530.00	£65,541.98	£0.00	£60,057.99	-£5,483.99	-1095.15%
Total Expenditure	£39,530.00	£65,081.00	£0.00	£40,298.35	£24,782.65	-162.61%
Total Net Balance	£0.00	£460.98		£19,759.64	-£30,266.64	

Bank Accounts - Details and Current Balances

Start of year 01/04/24

Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
CIL	Ordinary	20437336	60-83-01	31/12/24	6,712.04	6,712.04
General : Unity Bank	Ordinary	20437310	60-83-01	31/12/24	5,026.98	7,465.81
Savings Account	Ordinary	20437323	60-83-01	31/12/24	53,428.71	53,428.71
TOTAL						£67,606.56

Received Income Transactions

Start of year 01/04/24

received between 01/04/24 and 31/12/24, for the Council

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
	01/04/24	34		£2,438.83	£0.00	£2,438.83	4	HMRC (VAT) VAT refund 01/04/23 - 31/03/24
	08/04/24	27		£39,530.00	£0.00	£39,530.00	1	KLWNBC Precept
	17/04/24	23		£25.00	£0.00	£25.00	2	████████████████████ Allotment Charge
	17/04/24	24		£25.00	£0.00	£25.00	2	████████████████████ Allotment Rent
	22/04/24	25		£12.50	£0.00	£12.50	2	████████████████████ Allotment Payment
	22/04/24	26		£25.00	£0.00	£25.00	2	████████████████████ Allotment Holder
	22/04/24	28		£1,419.18	£0.00	£1,419.18	3	KLWNBC CIL Payment
	13/05/24	29		£5.00	£0.00	£5.00	2	████████████████████ Allotment Payment
	26/06/24	30		£3,175.00	£0.00	£3,175.00	5/1	Norfolk Community Foundation Grant
	30/06/24	31		£45.39	£0.00	£45.39	7	Unity Bank Interest Cil
	30/06/24	32		£362.73	£0.00	£362.73	8	Unity Bank Bank Interest Business
	12/07/24	33		£9,925.00	£0.00	£9,925.00	15	Groundwork UK R/C N/Plan Grant
240930	30/09/24	48		£392.58	£0.00	£392.58	8	Unity Bank Savings interest 392.58 30/092024
240930UBC	30/09/24	49		£46.20	£0.00	£46.20	7	Unity Bank
241024	24/10/24	35		£1,398.73	£0.00	£1,398.73	3	KLWNBC CIL 22013986
██████████	29/10/24	39 4		£25.00	£0.00	£25.00	2	████████████████████ Allotment Rent 01/01/24 - 31/12/24
██████████	25/11/24	42 8		£25.00	£0.00	£25.00	2	████████████████████ Alloment Rent
241127Allot	27/11/24	46 11		£25.00	£0.00	£25.00	2	████████████████████ Alloment Rent
FPS241203P2	03/12/24	38 3		£25.00	£0.00	£25.00	2	████████████████████ Alloment Rent - ████████ 01/01/25-31/12/25
██████████	06/12/24	37 2		£3.00	£0.00	£3.00	2	████████████████████ Alloment Rent 1st january 2025 - 31st December 2025
Chq20241216	16/12/24	53 Dec24		£100.00	£0.00	£100.00	5/3	Anonymous Donation Xmas lights donation (cheque) anonymous
BACS2024121	17/12/24	40 5		£9.38	£0.00	£9.38	2	████████████████████ Alloment Rent ████████ 01/01/25 - 31/12/25 less January, february, March 2025 - adjustment due to paying April 24 - april 25 already.

Received Income Transactions

Start of year 01/04/24

received between 01/04/24 and 31/12/24, for the Council

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
	17/12/24	44	6	£18.75	£0.00	£18.75	2	Alloment Rent - Plot - 01/01/25 - 31/12/25 +Adjustment for Jan-March 25 alrady paid.
BACS2024122	23/12/24	43	9	£18.75	£0.00	£18.75	2	Alloment Rent - Plot - 01/01/25 - 31/12/25
BACS2024122	23/12/24	51	14	£10.50	£0.00	£10.50	2	Andrew Morrision Alloment Rent
FPS241206NC C	26/12/24	50	13	£3,342.68	£0.00	£3,342.68	6	Norfolk County Council NCC Verge Maintenance 2023-2025
BACS2024123 0P10ZS	30/12/24	41	7	£25.00	£0.00	£25.00	2	Alloment Rent Plot - 01/01/25 - 31/12/25
Total				£62,454.20	£0.00	£62,454.20		

Paid Expenditure over £100.00

Oct 2024 - Dec 2024

Docking Parish Council

Payment Reference	Paid date	Tn no	Net	Vat	Cttee	Details	Heading	137
s/o241017NP	17/10/24	1213	£107.16	£5.36	COUN	N Power	Electricity cnsumption: 1 Sep 2024 to 30 Sep 2024	230 ☐
FPS241028MT	28/10/24	1203	£600.00	£0.00	COUN	Matthew Todd	Grasscutting	195 ☐
FPS241028CCP	28/10/24	1208	£3,850.00	£770.00	COUN	Collective Community Planning Ltd	First draft of the Neighbourhood Plan and Meeting 30 September	500 ☐
FPS241028AD	28/10/24	1209	£375.35	£0.00		Annalisa Dovey	Clerk duties for Docking Parish Council – 35 hours of service less HMRC Total: £353.65 Expenses: Printing at Witley press for Sept 24 DPC meeting : total £16.10 Expenses: Printing and Posting letter to Edges (signed for):total: £5.60	145 ☐
FPS241028GI	28/10/24	1210	£198.24	£0.00	COUN	Gallagher	Cyber Insurance with Coalition	115 ☐
FPS241028PLFL	28/10/24	1211	£315.00	£63.00	COUN	PKF Littlejohn	Professional services rendered in connection with the following: Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	120 ☐
FPS241028SH	28/10/24	1215	£105.00	£0.00	COUN	Sandra Howard	expenses for NHP Printing services for the Neighbourhood Plan	500 ☐
FPS241028EIS	28/10/24	1217	£249.42	£49.88	COUN	Edge It Systems	AdvantEDGE - 5 Year Contract • Finance • 1 concurrent user• 10/11/24 - 09/11/25 (2nd Year Period)	125 ☐
FPS241031Amey	31/10/24	1228	£1,933.84	£386.77	COUN	AMEY LG Ltd	BrancasterRoad,Docking.emergency CallOut and repair	225 ☐
FPS241104Brown	04/11/24	1234	£157.50	£0.00	COUN	Docking Brownies	Grant Brownies Trip	270 ☐
FPS241113AD	13/11/24	1227	£677.81	£7.18		Annalisa Dovey	Clerks services and expenses	175 ☐
FPS241113MT	13/11/24	1232	£600.00	£0.00	COUN	Matthew Todd	Grass cutting & maintenane	195 ☐
FPS241113CCP	13/11/24	1233	£350.00	£70.00	COUN	Collective Community Planning Ltd	Write SEA - Write SEA/HRA screening assessment for the neighbourhood plan (on bank statement the reference wil read INV 0481 Write SEA ; I put the wrong one)	500 ☐
FPS241113Scouts	13/11/24	1235	£800.00	£0.00	COUN	1st Docking (Hare's Own) Scout Group	Grant Scouts Kitchen equipment	270 ☐

Paid Expenditure over £100.00

Oct 2024 - Dec 2024

Docking Parish Council

Payment Reference	Paid date	Tn no	Net	Vat	Cttee	Details	Heading	137
FPS241115LH	15/11/24	1239	£750.00	£0.00	COUN	London Hearts	DHSC - Mindray C1A Fully Automatic Defibrillator & External Heated Cabinet with keypad lock - Partially Funded	165 ☐
FPS241119NP	19/11/24	1236	£116.24	£5.81	COUN	N Power	Electricity consumption	230 ☐
FPS241120AD	20/11/24	1245	£154.95	£30.99	COUN	Annalisa Dovey	Xmas lights through Amazon	240 ☐
FPS20241213Clerk	13/12/24	1242	£1,115.10	£2.35		Annalisa Dovey	Clerking Services	175 ☐
FPS20241213MT	13/12/24	1248	£600.00	£0.00	COUN	Matthew Todd	October 2024	195 ☐
DD20241218NP	18/12/24	1250	£134.45	£6.72	COUN	N Power	Electricity Consulmption	230 ☐

Bank Account Transfers

Start of year 01/04/24

Date	Amount	Debit	Credit	Cheque Ref.	Reason
30/10/24	£5,000.00	Savings Account	General : Unity Bank	TFR243010SA_C A	Cover uocoming payments

Bank Account Reconciled Statement

CIL	20437336	60-83-01
Statement Number	21	Bank Statement No. 21
Statement Opening Balance	£6,712.04	Opening Date 01/12/24
Statement Closing Balance	£6,712.04	Closing Date 31/12/24
True/ Cashbook Closing Balance	£6,712.04	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	6,712.04

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

General : Unity Bank

20437310

60-83-01

Statement Number	21	Bank Statement No.	21
Statement Opening Balance	£3,980.71	Opening Date	01/12/24
Statement Closing Balance	£5,026.98	Closing Date	31/12/24
True/ Cashbook Closing Balance	£7,465.81		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/12/24	FPS241203P2	Jacqueline Barnacle & David McCann	0.00	25.00	4,005.71
06/12/24	FPS241206POPLot	Phil Oldroyd	0.00	3.00	4,008.71
13/12/24	FPS20241213ADP2 P	Annalisa Dovey	69.35	0.00	3,939.36
13/12/24	FPS20241213Clerk	Annalisa Dovey	1,117.45	0.00	2,821.91
13/12/24	FPS20241213DLG	Daley Lee Garside	65.47	0.00	2,756.44
13/12/24	FPS20241213DPF	Docking Playing Field Association	24.00	0.00	2,732.44
13/12/24	FPS20241213HMR C	HMRC - PAYE	388.37	0.00	2,344.07
13/12/24	FPS20241213MT	Matthew Todd	600.00	0.00	1,744.07
16/12/24	Chq20241216Chq26	Anonymous Donation	0.00	100.00	1,844.07
16/12/24	DD20241216Tesco Mob	Tesco Mobile	12.95	0.00	1,831.12
17/12/24	20241217P6	Martin Reed	0.00	18.75	1,849.87
17/12/24	BACS20241217P5	Stewart Campbell	0.00	9.38	1,859.25
18/12/24	DD20241218NP	N Power	141.17	0.00	1,718.08
19/12/24	DD202412RLS	RLS Computers	54.60	0.00	1,663.48
20/12/24	SO20241220KM	K & M Lighting Ltd	33.43	0.00	1,630.05
23/12/24	BACS20241223Plot 12	Jim & Nicky Brettell	0.00	18.75	1,648.80
23/12/24	BACS20241223Plot 14	Andrew Morrision	0.00	10.50	1,659.30
26/12/24	FPS241206NCC	Norfolk County Council	0.00	3,342.68	5,001.98
30/12/24	BACS20241230P10 ZS	Zara Springford	0.00	25.00	5,026.98

Uncleared and unrepresented effects

01/04/24	HMRC (VAT)		2,438.83	7,465.81
	Total uncleared and unrepresented	0.00	2438.83	

Bank Account Reconciled Statement

Total debits / credits

2506.79

5991.89

Reconciled by Annalisa Dovey

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Savings Account	20437323	60-83-01
Statement Number	21	Bank Statement No. 21
Statement Opening Balance	£53,428.71	Opening Date 01/12/24
Statement Closing Balance	£53,428.71	Closing Date 31/12/24
True/ Cashbook Closing Balance	£53,428.71	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/11/24		No activity	0.00	0.00	53,428.71

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/12/24 and 30/12/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPS20241213 DPF	13/12/24	1240		£24.00	£0.00	£24.00	Docking Playing Field Association	Pavillion hire: Tuesday 6th May Ti
FPS20241213 HMRC	13/12/24	1241		£388.37	£0.00	£388.37	HMRC - PAYE	
FPS20241213 Clerk	13/12/24	1242		£1,117.45	£2.35	£1,115.10	Annalisa Dovey	Clerking Services
FPS20241213 DLG	13/12/24	1247		£65.47	£0.00	£65.47	Daley Lee Garside	Items for installing the flagpole
FPS20241213 MT	13/12/24	1248		£600.00	£0.00	£600.00	Matthew Todd	October 2024
FPS20241213 ADP2P	13/12/24	1249		£69.35	£11.56	£57.79	Annalisa Dovey	Print to post expenses for allotmen
DD20241216T escoMob	16/12/24	1251		£12.95	£2.16	£10.79	Tesco Mobile	clerks mobile
DD20241218N P	18/12/24	1250		£141.17	£6.72	£134.45	N Power	Electricity Consulmption
DD202412RLS	19/12/24	1253		£54.60	£9.10	£45.50	RLS Computers	Computer service
SO20241220K M	20/12/24	1252		£33.43	£5.57	£27.86	K & M Lighting Ltd	Street Lighting Maintenance charges
Total				£2,506.79	£37.46	£2,469.33		

Docking Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/24

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
1258		£231.98	£231.98 200	16/12/24	16430	Westcotec - Dog bin and delivery (allotment dog bin)	
1255		£144.00	£144.00 250	21/12/24	QL206401-1	SLCC Enterprizes - FILCA - Dovey Clerk	
1256		£224.89	£224.89	22/12/24	531PJ00162153	HMRC - PAYE - HMRC /NI etc	
	1	£29.89 405				NI	
	2	£195.00 410				HMRC tax	
1254		£56.00	£56.00	30/12/24	27/12/2024	Docking Village Hall (Ripper Hall) -	
	1	£42.00 135				December And November hall hire	
	2	£14.00 240				Toad Watch Hall hire	
1257		£779.61	£779.61 400	30/12/24	Dec24	Annalisa Dovey - Clerk Services	
Sub Total		£1,436.48	£1,436.48				
Total		£1,436.48	£1,436.48				

Signature

Date

Signature

Docking Parish Council

Headteacher

Docking Village School

Dear Mrs Rebekah Woodrow

RE. Parking and Board of Governors

I hope you're well. The Parish Council has noticed that parking around the school, particularly at pick-up and drop-off times, has become increasingly busy. We're concerned about safety, especially with the rise in double-stacked parking, which could be risky for children and pedestrians.

We'd love to open a conversation with the school about possible solutions, especially with the potential increase in student numbers if the merger with Brancaster School goes ahead. In the meantime, could the school kindly remind parents to park safely, sensibly, and legally?

Would it be possible to arrange a meeting to discuss this further? Please let us know a convenient time that would work for you.

Lastly, we'd like to ask if the school would be open to having a representative from the Parish Council on its board of governors. If the school has such a board, we think it could be a great way for us to work more closely together on community matters like this one.

Looking forward to hearing your thoughts and working together on this.

Warm regards,

Annalisa Dovey

Clerk, Docking Parish Council

War Memorial

A Parishioner has spoken to me regarding the War Memorial that they have looked after for a considerable while. They would like the Parish Council to take it over the upkeep now as they can no longer manage to do it.

They mentioned that a few of the names on the Memorial have faded, could these be re-done. Also the area around the Memorial needs attention and possibly made more low maintenance, thus easier to manage and upkeep.

MOTION:

To agree to look at the War Memorial with a decision on how to proceed with the situation that has been brought to the Council's attention.