DOCKING PARISH COUNCIL

PARISH COUNCIL MEETING

Present: Cllr Nicola Durrant – **Chair** (ND), Cllr Josie Flower (JF), Cllr David Harrison (DH), Cllr Melanie Lewis (Mle), Clerk / RFO Annalisa Dovey - **Minutes**
Members of Public – 1
Location: Ripper Hall, Docking, Norfolk.
Time: 6.30 – Tea & Biscuits, 7pm Meeting scheduled to start.

1.	**Meeting open:** by ND at 19:00 a. Council resolved to accept Vice Chair ND as Chair for the meeting *Carried unanim.* b. Chair welcomed public and councillors
2.	**Present and apologies** a. Council resolved to approve apologies from Cllr Clive Hill | Cllr David Wroth | Cllr Kevin Crompton | Cllr Angela Archdale | Cllr Kate Kilby | Cllr Mark Latter | Cllr Sandra Howard *Carried unanim.* b. Council confirmed that quorum is set as a minimum of 3 or a third of council members (4,) whichever is greater, and confirmed quorum has been met.
3.	**Declarations of Interest and requests for dispensations:** None
4.	**Public session** a. No public comments b. Thanks given to one member of public for coming
5.	**Minutes of Previous Meetings** a. Motion to amend to include Cllr ND *Carried unanim.* b. Motion to approve minutes and amendment *Carried unanim.* ACTION: Clerk to amend minutes after signature and resend to chair for signature on the amendment c. Chair signed minutes
Reports	
6.	**County Councillor Report** a. Apologies received from Cllr Chenery along with monthly reports circulated by email b. Council received letter of support from Cllr Chenery for the Bus Stop Project
7.	**Borough Councillor Report:** None
8.	**Projects & Working Groups** a. **H-Bar Application** – deferred to February Meeting b. **ORG Welcome sign** – deferred to February meeting c. **Xmas Lights review** i. Lots of positive feedback received. ii. Thanks to DW & John Hare for machinery and time donations iii. Light removals are in hand, pending appropriate and safe weather iv. Next year it is proposed to turn on a little later to ensure batteries last a little longer into the New Year. v. Confirmed need to remove lights from walnut tree to test and to ensure no tree damage.

	vi. Noted huge amount of work from ND to make sure the Xmas lights happened 1. Council Formally notes thanks vii. Council resolved to put on agenda in July for ideas etc for 2026 lights *Carried unanim.* viii. Council resolved to remove the walnut tree lights for storage, fixing and resolving a budget set of £100 to take down / to make safe for removal should it be needed. *Carried unanim.* ACTION: Clerk to include XMAS lights on July Agenda ACTION: Clerk to investigate appropriate action to take down Xmas lights regarding safe disconnection and removal.

9.	**Councillor reports & updates**
	a. SAM machines and Poles
	    i. Noted facing outwards on Fakenham Road is inefficient usage – could we please miss this location out
	    ii. Note over-growth on SAM pole on Brancaster Road – request to highways to cut back more and to discuss with MT for trimming when installing the SAM.
	b. Council resolved that signage re. Antique Fairs, Teak furniture and Rug Fairs at Thornham Village Hall is unwanted and request the Clerk address this.
	Carried unanim.
	ACTION: Clerk to Speak with MT about SAM positioning and SAM pole overgrowth on Brancaster Road.
	ACTION: Clerk to speak to relevant village halls about unwanted and non-permitted signage along with damage to PC property.

10.	**Clerk's Report**
	a. **Training** – update – Phillip Woodward has been appointed by SLCC and he has suggested 23rd February 6-9pm topics to cover code of conduct, standing orders, motions council powers, budgets funding and planning ahead for projects.
	    i. Council resolved to approve the content suggestions, date & time and include a half hour for tea and biscuits at the start.
	Carried unanim.
	    ii. Council resolved to invite surrounding councils as a good way to meet mingle and cross-pollinate particularly with LGR
	Carried unanim..
	b. **Tett Turrets:** Clerk reports that NP law have provided an estimated cost of £2000 to represent Docking PC with the transfer of Tett Turrets and suggested a preliminary meeting before confirming procedure and estimated costs,
	    i. Council resolved to proceed with NP Law's proposal to have a preliminary chat and review following this
	Carried unanim.
	ACTION: Clerk to confirm training with SLCC and Phillip Woodward
	ACTION: Clerk to book hall for training
	ACTION: Clerk to invite neighbouring councils to training
	ACTION: Clerk to proceed with providing information to NP law and having preliminary chat.

Requested Motions & Items	
11.	**Parking around School**

a. Council resolved to purchase and install no parking signs on verges around school - 10 small staked ones and contact school about the kids' signs

Carried unanim.

b. Council further resolved to write to the school to request that they speak to parents about not parking on verges and to park further away and walk up to collect children and to provide a letter from council to parents to this respect

Carried unanim.

ACTION: Clerk to purchase parking signs (small verge staked ones) and install
ACTION: Clerk to draft, circulate and then send letter to school re parking – to go to parents re. parking
ACTION: Clerk to contact school to enquire about feasibility of the 'small child' no parking signs.

12. **RAF memorial Insurance:** Council resolved to include RAF Memorial on PC insurance

Carried unanim.

ACTION: Clerk to add RAF memorial to Gallagher insurance and make note on asset list that it is not 'owned / maintained' by PC, but is insured as a parish asset

Finance

13. **End of Month Finance report: Eo Dec 2025**

a. Council noted balances: Savings account: £51,879.17, Current Account: 8,739.81, Savings Account: 6,915.99 = £67,534.97
b. Council resolved to approve reconciliation of accounts Eo Dec 2025 and the chair signed them

Carried unanim..

c. Council received and resolved to approve all payments made in December and chair signed the report.

Carried unanim.

The following payments have already been made

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details
1394	BACS2512 03KM	£33.43	£33.43	151/3	18/11/25	9683	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of November 2025 to the 12th of December 2025.
1397	BACS2512 03SLCC	£55.00	£55.00	111/2	18/11/25	255720	SLCC Enterprizes - SLCC membersship (50% - shared with BM)
1398	BACS2512 03AD1	£5.40	£5.40	140/2	18/11/25		Annalisa Dovey - Mobile phone Nov 25
1400	BACS2512 03MT	£820.00	£820.00	•	18/11/25	Sept 25	Matthew Todd - Grounds maintennace
1402	BACS2512 03AD2		£610.29		18/11/25		Annalisa Dovey - Clerking services Nov 25
1406	DABACS25 1215FGC	£877.34	£877.34		08/12/25		Fakenham Garden Centre - Xmas lights and xmas tree
1407	DD251219 NP	£164.94	£164.94	230/1	08/12/25	IN14513289	N Power - 01/11-30/11 electrcity
1412	DABACS25 1218ND	£85.45	£85.45		08/12/25		Nicola Durrant - Xmas lights batteries
1413	BACS2512 15DFC	£400.00	£400.00	130	08/12/25		Docking Rangers Football Club - Grant £400 - team fees
1419	DD251231 UTB	£6.00	£6.00	170	01/01/26		Unity Bank - Sevice charge EoDEc25
Sub Total		£3,473.61	£2,497.71				
		£975.90	£975.90		Confidential		
Total		£3,473.61	£3,473.61				

d. Council received upcoming payments list and resolved to approve all payments proposed for January 2025 and the chair signed the list.

Carried unanim.

1410		£610.09		08/12/25		Annalisa Dovey - Clerking services
1411	£11.54	£11.54	145	08/12/25		Annalisa Dovey - allotment invoices postage
1414	£33.43	£33.43	151/3	01/01/26	9739	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of December 2025 to the 12th of January 2026.
1415	£42.00	£42.00	135	01/01/26	N&D25	Docking Village Hall (Ripper Hall) - Nov & Dec 2025 Hall hire for PC meetings
1416	£40.00	£40.00	111/2	01/01/26	MEM255720-3	SLCC Enterprizes - SLCC membership (charge increase) shared 50/50 with BMPC
1417	£5.40	£5.40	140/2	01/01/26		Annalisa Dovey - Mobile phone bill
1418	£137.60	£137.60	153/5/3	01/01/26		JAF Graphics - Toad Watch Signbs
Sub Total	£489.17	£489.17				
	£764.34	£764.34		Confidential		
Total	£1,253.51	£1,253.51				

14. **Q3 Finance report:** To receive Q3 report

a) Council received the End of Q3 bank balances, budget comparison and reconciliation summary and confirmed they are posted online.

b) Council received a verbal Internal Controls officer report for Q1 – Q3 (JF / DH)

i) Council heard all invoices had been checked as processing properly and receiving correct approvals, and a thorough checking of council's financial decisions revealed no issues and no actions.

15. **Budget & Precept Approval 2026 - 2027**

a. Council approved proposed budget 26/27 and confirmed publishing on website

Carried unanim.

b. Council discussed various precept rates and noting increase in service delivery with ORG, SAM project, clerk salary and pension along with large price increases such as the Dog bin services

i. Council resolved to increase precept to £31,713.93, with a tax base of 791.5, for Band D this would be an annual cost of £40.07, a monthly cost of £3.34, an increase of 23p per month, a 6.85% increase.

Carried unanim.

ACTION: Clerk to publish Budget & precept to website
ACTION: Clerk to submit precept request

16. **Rural Communities Grant:**

a. Council noted rural communities grant available for projects to be completed before march.

b. Council noted the need for more allotment security and resolved to apply for costs for allotment security if an appropriate solution could be found with DH & ND proposed as lead councillors with the clerk

Carried unanim.

ACTION: Clerk to investigate costs for installing CCTV and/ or gate unlocking recognition software to circulate to council and draft bid for approval with DH & ND.

17. **Bus shelter grant**

a. Council received draft bus shelter renovation proposal and draft funding bid to include artwork installed, shelving, bench and community library along with fresh paint and security light.

b. Council noted that County Cllr Chenery has provided note of support for the Bus Shelter project and Funding

c. Council noted Borough Cllr Sandell has been sent a request for a note of support

	d. Council approved proposal to ask local children's groups and the school and local children to assist with art project in the form of designing small drawn tiles to be collated and printed onto graffiti resistant signage. e. Council noted donation of book exchange sign from Nicki Smith and noted their thanks, commenting on the kindness and generosity f. Council resolved to submit the bid for Bus shelter renovation funding *Carried unanim.* ACTION: JF & clerk to ascertain size of artwork and ideal size of individual pieces ACTION: Clerk to contact children's groups with request for artwork ACTION: Clerk to finalise funding bid and submit
18.	**Bank Changes** a. Council noted bank charges will increase from £6-£7 and FCS protection to increase to £120,000. *b.* Council resolved to stay with Unity Bank following fee changes. *Carried unanim.*
19.	**Delegated Decisions**: Council ratified delegated decision to request Andre Ashcroft as NHP examiner noting his thorough CV and recommendation from CCP. *Carried unanim.*
20.	**Planning | Delegated Planning Decisions:** None
21.	**Planning Applications** a) Council resolved to respond with **No Observation** to: 25/01780/F | Householder: Retrospective: Proposed single storey detached garage at Farm View High Street Docking Norfolk *Carried unanim.* b) Council resolved to respond with **<u>an objection</u>** to: 25/01391/FM | Full Planning Application: Erection of 5 no. single storey dwellings, garages, vehicular/pedestrian access, landscaping, and associated infrastructure; together with change of use of parts of site to residential curtilages (for existing dwellings) at Land E of Bennet Mews S And W of Sandy Lane a. The objection is based on it being considered over-development of Docking, that the field is a Local Green Space, the infrastructure is insufficient in Docking to support more housing, parishioner and neighbours objections, the inadequacy of the roads to manage the entrance and exit points and the additional traffic with Sandy Lane being far too narrow with many blind points, to be a main route *Carried unanim*.
22.	**Planning Application Borough Decisions:** noted. a. **25/01721/LDP Hollywell Cottage Mission Lane | Would be Lawful | Delegated Decision** | Lawful Development Certificate: Conversion of garage to habitable accommodation b. **25/01452/F Docking E579772 N334347 Fakenham Road Stanhoe | Withdrawn** | Conversion and extension of existing building to form self build dwelling following demolition of former single storey dwelling and removal of static caravan Land At c. **MNQ00 25/00246/TREECA | 3 Bell Meadows | No objection | Del Dec** Hawthorn (Crataegus monogyna) 2 metres Action: fell. T2: pyracantha 1 metres Action: Fell. G1: 2 x Common Hazel (Corylus avellana) 3.5 metres Action: coppice at ground level. G2: 2 x Holly (Ilex aquifolium) 2.5 metres Action: Fell. T3: Judas tree (Cercis siliquastrum) 3

	metres Action: fell tree. T4: viburnum 2.5 metres Action: Reduce canopy by 1.5m. G3: Butterfly tree (Buddleja), Sycamore (Acer pseudoplatanus) and others 3 metres Action: fell group, clear ground and wood chip in preparation for planting. G4: Beech, common (Fagus sylvatica) hedge 6 metre s Action: reduce canopy to historic reduction points to match in with opposing side (old rectory). Reduce lateral growth back to boundary. Reason: General maintenance and to improve light penetration into client garden. d. **25/00260/TDD The Old Rectory |Notice Decision** - G1: English Elm (Ulmus procera) height: 8 metres Tree Condition: dead, Location: front right hand side of gateway in corner. Action: sectional dismantle of group.
23.	**Planning: Appeal decisions: to note:** None
24.	**Allotments** a. **Thefts:** Council noted the recent thefts and the importance of it being reported to the police. i. Clerk notified beat officer who also confirmed victim / witness must report crimes to be most effective – there is an online form. ii. Council noted solutions had been previously discussed earlier ton the meeting with regards funding. b. **Chickens & Rainwater Collector:** Council resolved to approve Plot 13's request to keep chickens and to install a rain collector on the provision that it be removed at end of tenancy. *Carried unanim.* c. **Bonfire Request** Council noted queries and questions over insurance and legalities have been raised. **i.** Council noted fire risk **ii.** Council resolved to defer decision till insurance had responded with advice *Deferred unanim.* ACTION: Clerk to contact P13 and confirm approval and stipulation to remove rain collector at end of tenancy. ACTION: Clerk to chase Gallagher for allotment bonfire information
Correspondence : To note, reply or propose for future agenda	
25.	**Freebridge correspondence and clerk's replies:** Noted, confirmed response and agreed no further action.
26.	**Village Website** and clerk's reply – Noted, confirmed response and agreed no further action. Council previously resolved not to set up a village website to avoid website and information duplication and having no capacity.
27.	**School Parking** – Noted, confirmed response and agreed no further action: Council agreed with comments and are continuously looking at solutions
28.	**Hedge removal** and clerk's reply: Noted, confirmed response and agreed no further action:
29.	**Meeting dates** To confirm next meeting date: proposed: Monday 2nd February 2025 - *Carried unanim.*
30.	**Private session –** None