Minutes prepared by Clerk: 01/03/2026 Annalisa Dovey date: ______________

Signed as a correct record (Chair) David Wroth date: 02/03/2026

DOCKING PARISH COUNCIL MEETING

MINUTES

Docking Ripper Hall
Monday 2nd February 2026 | 7.00pm
Present: Cllr David Wroth (DW)| **Chair**, Cllr Clive Harrison(CH), Cllr Angela Archdale (AA) Cllr Kate Kilby (KK), Cllr Melanie Lewis (Mle), Cllr Mark Latter (MLa), Cllr Kevin Crompton (KC) Cllr David Harrison (DH).
Clerk/RFO Annalisa Dovey | Minutes. Members of Public approx. 6

amendment approved at DPC meeting 2/3/26 - Cllr S Howard was also present.

1.	**Welcome** by Chair and meeting opened at 19:00
2.	**Present and apologies:** Council resolved to accept apologies from Cllr J Flower and Cllr N Durrant *Carried Unanim*
3.	**Declarations of Interest and requests for dispensations:** received from DH as owner of Plot 10 besides the Tett Turrets. a. Council noted DH would give information but not opinion and would withdraw in case of vote (as per Standing Orders S.13)
4.	**Public session:** Chair to adjourn the meeting for 15 minutes to receive public comments on upcoming agenda items, to hear comments and consider for future agenda items / information. a. Council received verbal request for grant / donations for Docking Exchange and Church Grass cutting. i. Council heard that Docking Exchange costs about £800 pa, and the Church Grass approx. £1000 pa. ii. Council requests a grant application to be submitted. b. Member of public enquired about impact of the Borough Council Neighbourhood Development Plan delay and Council reported that queries have been raised with Borough about the potential impact but that no update is yet available. ACTION: Clerk to send Member of public Grant request form ACTION report back on Borough response to NHDP delay financial impact
5.	**Minutes of Previous Meetings:** Council received and resolved to approve Minutes from DPC January 2025 *Carried Unanim* a. Chair signed the minutes from DPC January 2026
6.	**Matters Arising- School Response re parking**: Council received a response from the school agreeing to circulate the request for sensible, safe and legal parking to parents, indicating willingness to use school parking buddy signs if provided and noting information for the School Governors Board i. Council discussed options including cones, bollards, parking buddies and others. ii. Council proposed using a CIL funding application. iii. Council resolved to form a Bollards Working Group of AA / KK / Mle / SH to propose a comprehensive solution project to apply for CIL Funding. *Carried Unanim* iv. Council resolved to also pass parking letter to Day Care to circulate and to ensure to include Day Care in conversations

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	v. Cllr Kilby noted urgent requirement for Highways to clean road signs in Docking *Carried Unanim* ACTION: Clerk to pass parking letter to Day Care ACTION: Bollards Working Group to consider project and potential CIL application ACTION: contact Highways to report signs and road edge marking as needing clean / replacement.
7.	**Matters Arising: Tett Turrets update** a. Council noted that NP Law have been engaged to act as solicitors for Tett Turrets land transfer b. Council received new proposed plans for Plot 10 Land transfer. i. Council noted the unexpected inclusion of the additional bollard-lit pathways and confirmed this had never been agreed. ii. Council resolved to request that the bollard path and lighting be removed from Tett Turret transfer plans having never agreed this. Mle / AA: Carried Unanim iii. Council also requested that Leylandii be removed prior to transfer as they have been inadequately maintained in in the intervening years. 1. Council requested Tree surgeon take a look if the current trees not yet inspected, otherwise to be decided after Tett Turrets transfer outcome. ACTION: Clerk to respond to Hill with amendments to plans and copy in NP Law, ACTION: Clerk to liaise with Tree surgeon over leylandii at appropriate time
8.	**Matters arising: Antique signs:** Note that these have been requested to be removed and not replaced.
9.	**RAF Memorial Insurance:** Council have insured the RAF Memorial at £5000 reinstatement value with £0 increase in premium. **a.** council resolved to provide a solar spotlight to ensure it is visible at night. Carried Unanim ACTION: Clerk to arrange solar light for RAF Memorial
10.	**County Councillor Report:** a) County Councillor Michael Chenery noted emailed reports had been circulated and clerk confirmed. b) Council confirmed currently no papers ready nor required to be archived at County Hall ACTION: Clerk to verify papers in the pound and archive as necessary
11.	**Borough Councillor Report:** Borough Cllr Sam Sandell a. Sandy Lane planning application has been deferred due to Anglia Water. i. The applicant has been asked to look into alternative sewage etc. ii. Noted that Anglia Water are not a statutory consultee and have a legal obligation to connect. iii. Freebridge housing proposal is continuing 1. Docking – are a key rural service site – LP02. 2. Docking needs to have 11 more houses to meet 160 houses target by 2040. a. Should be at least 160 houses (additional 11 – by 2040). Call for sites has gone in.

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	iv. Freebridge will be disposing one of the remaining 2 empty houses so have only one remaining to fill. v. Noted the current proposal is an exception site and without Parish Council approval the development could not be an exception site – so anyone could move in. vi. If the PC supports the application it can be an exception site, vii. Council confirms a private meeting is not possible as it contravenes the principle of transparency; meetings must be public. viii. Council resolved to put on the agenda in March 2026 with AA, Mle, DH, SH requesting (verbally in lieu of an email) a remission of the resolutions to object *Carried Unanim* ACTION: clerk to request a copy of the planning policy from Borough Council ACTION – Place reconsideration for resolution to object to Freebridge on agenda for March 2026 and invite Freebridge to the meeting Freebridge invited and put on agenda as a motion.
12.	**H-Bar Applications:** AA has provided a map of H bar location and provide measurements; clerk will find cost. a. Council resolved to include H Bar applications on CIL funding request. Carried Unanim
13.	**ORG Update** a. **Welcome Sign**: Council praised and approved current sign designs noting history section and final touches are a work in progress i. AA / KK will return with full proposal and liaise with clerk on printing and installation options for final council approval. ii. Council hears that the Fruit Trees will be planted Sunday 8th February. ACTION: Clerk to advertise Tree planting on Facebook and note in newsletter. ACTION: KK / AA to finalise ORG welcome sign design for council approval ACTION: Clerk to establish ORG printing and installation costs for council approval.
14.	**Anglia Water: Report circulated by clerk following KK attendance at Wash Barrier & Anglia Water issues meeting held in Hunstanton Town Council.** a. Noted Anglia Water have no plans to start improvement works till 2035. b. Noted deep concern at Anglia Water situation c. Council noted option to contribute questions to Wash barrier and resolved to take no further action.
15.	**Great British Spring Clean (Cllr CH):** Council resolved to take part in the Great British Spring Clean. a. Council to meet Sunday 22nd March 2026, 10 am – Midday, for a litter pick. Public welcome to join or to do their own little bit as preferred b. Cllr CH will lead the Great British Spring Clean Working group and confirm wording for public communications with clerk, c. Suggested Working Group can take litter to the Docking tip to save KLWNBC needing to collect. CH / AA Carried Unanim.

Signed as a correct record (Chair) David Wroth date: 02/03/2026

ACTION: Clerk – to promote GBSC on Newsletter / Facebook/ website and working group to take to dump.
ACTION: Clerk to confirm that litter pick rubbish can be taken to Docking dump.

16. **End of Month Finance report: Eo Jan 2026**

a. Council noted balance: £66,157.60
b. Council received and approved reconciliation of all accounts to End of January 2026

Carried Unanim.
Chair signed

c. Council approved payments made 1/1/26 – 31/1/26

The following payments have already been made

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details
1410	BACS2601 08AD				£610.09	08/12/25	dec25	Annalisa Dovey - Clerking services
1411	BACS2601 08ADpost	£11.54	£1.92	£9.62	£11.54	08/12/25		Annalisa Dovey - allotment invoices postage
1414	BACS2601 08KM	£33.43	£5.57	£27.86	£33.43	01/01/26	9739	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of December 2025 to the 12th of January 2026.
1415	BACS2601 08DVH	£42.00	£0.00	£42.00	£42.00	01/01/26	N&D25	Docking Village Hall (Ripper Hall) - Nov & Dec 2025 Hall hire for PC meetings
1416	BACS2601 08SLCC	£40.00	£0.00	£40.00	£40.00	01/01/26	MEM255720-3	SLCC Enterprizes - SLCC membership (charge increase) shared 50/50 with BMPC
1417	BACS2601 08ADphone	£5.40	£0.00	£5.40	£5.40	01/01/26		Annalisa Dovey - Mobile phone bill
1418	BACS2601 08JAF	£137.60	£22.93	£114.67	£137.60	01/01/26		JAF Graphics - Toad Watch Signbs
1421	DD2026012 2NP	-£182.86	-£8.71	-£174.15	-£182.86	08/01/26	IN14718271	N Power - Streetlight electricity Invoice period: 1 Dec 2025 to 31 Dec 202
		£1,517.10	£0.00	£1,517.10	£1,517.10		Confidential	

Carried Unanim
Chair signed

c. Council received upcoming payments list and approved all payments

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payr Refere
1405		£456.00	£76.00	£380.00	£456.00	05/12/25	9796	K & M Lighting Ltd - 6 year statutory testing	
1422		£33.43	£5.57	£27.86	£33.43	27/01/26	9790	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of January 2026 to the 12th of February 2026.	
1424		£1,000.00	£0.00	£1,000.00	£1,000.00	27/01/26	Nov 26 Dec 26	Matthew Todd - November & December village and green maint.	
1425		£14.00	£0.00	£14.00	£14.00	27/01/26		Annalisa Dovey - Clay pits title plans and register	
1426		£5.40	£0.00	£5.40	£5.40	27/01/26	jan26	Annalisa Dovey - Smarty Clerk phone contract january	
1427					£610.39	29/01/26	EoJan26	Annalisa Dovey - Clerking Services	

Carried Unanim
Chair signed

17. **PIIP**: Council resolved to adopt a Parish Infrastructure Investment Plan

AA / DW

18. **Section 137 Letter:** Council note that Section 137 payments may not exceed £11.60 per parishoner.

19. **Bank interest rate change:** Council noted the following bank interest rate reduction and resolved to remain with Unity.

Carried Unanim

All balances	**2.10% / 2.12%**	**1.95% / 1.96%**

20. **Planning Applications:** Council resolved to respond to planning requests as follows

a) **SNN Ref 5784** | Change of Residential Property Address: From 2 Grange Cottages, Sandy Lane, to Birchwood, Sandy Lane: **No objection.**

Signed as a correct record (Chair) David Wroth date: 02/03/2026

	Carried Unanim.
21.	**Planning Application Borough Decisions:** none to note
22.	**Clay Pit / Fishing Pond Access**: Council received land registry confirmation and advice from County council that supports current position, which council resolved again to adopt as formal council position: a. The common land in a strip around the pond is common land, and anyone has a right to roam on it as confirmed by the Countryside and Rights of Way Act 2000 ("CRoW"), but that there is no open right of way to access this land. The Angling Club must control access to suit their insurance and the safe running of an Angling club, but in recognition of the long-standing tradition and access granted, the Angling Club will provide open access to the community, reserving the right deny access to anyone causing disturbance, disruption or damage. The clerk holds the code as does the Angling Club. b. Council further noted the PROW advice that there is no option to seek to register a public right of way to access. Carried Unanim
23.	**Allotments** a. **Inspection:** Council confirmed an inspection date of the allotments as 4.30pm Thursday 12th February 2026 b. **Fires**: Cllr David Wroth noted pecuniary interest on discussion around fires and safety at the allotments due to proximity to Farmland and abstained from conversation and vote. i. Council noted concerns around fire safety, toxic waste, lack of extinguisher, insurance and safety risk. ii. Council noted insurance advice that to be insured council must be present and manage fires, confirming this is not practical and not possible. iii. Council resolved to ban fires on the allotments Carried Unanim c. **Unpaid invoice:** Clerk confirmed 1 remaining tenant unpaid and that the tenant is a repeated offender with the cost of chasing for rent each year outweighing the rental income i. Council resolved to move discussion around next steps on unpaid rent to the private session to protect tenants' identity. Carried Unanim **d. Security & community bid:** Council resolved to proceed with project l to improve allotment security by installing Solar CCTV and smart locks if funding can be secured. AA / SH | Carried Unanim ACTION – Clerk to update allotment policy, rules and guidelines to note that fires are not permitted on the allotments. ACTION – clerk to invite tenants to allotment inspection and notify of fires and security project. ACTION: Clerk to continue to seek funding for allotment security
24.	**Tree Inspections**: Council request to include Tett Turrets Leylandii, ACTION: Clerk to add Leylandii to council tree inspection
25.	**Walnut tree Xmas lights:** KC / DH & DW offered to take down the remaining walnut tree Xmas lights for storage ACTION: KC&DH& DW to take down Xmas lights on walnut tree

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26.	**Streetlights:** council noted that: a. 6-year Statutory inspection Report – passed with no issues reported **b.** annual inspection – passed with no issues reported
27.	**Bus Shelter Bid:** Council confirmed that the Bus Shelter funding bid has been approved and Council may proceed with the project. ACTION: Clerk and Cllr JF to proceed with implement the Bus Shelter improvement works. ACTION: confirm with MT works required on bus shelter ACTION: purchase shelves, bench, security light ACTION: Confirm artwork size and appropriate individual artwork size (or scale to fit – in which case determine how many) ACTION: contact school and kids' groups with JF approved working for the art work
28.	**Woodgate Way & The Close:** Footpath works 7th April**:** noted.
29.	**Training:** Council confirmed full attendance at training 23rd February 5.30pm meet 6-9pm **–** ACTION Resend training and PIIP to SH
30.	**School:** provided Information on governors. Council noted governors at school is a serious responsibility, but it would be beneficial to have a representative on it from the village (eg a parent) . Council resolved No further Action on school governors
31.	**Planning**: New Freebridge proposal discussion – noted.
32.	**Parishoner:** Thank you for the ORG reopening - noted
33.	**Parishoner -** rubbish and litter picks – noted.
34.	**Late corres. Parishoner –** fly tipping on vacant plot opposite Little Lane- noted
35.	**Meeting dates** a. Council resolved the next meeting date as: Monday 2nd March 2026 - resolved Carried Unanim b. Council resolved to follow same AGM format as 2025: part 1: Village AGM + reports, Part 2: Parish Council AGM. 11th May 2026 Docking Village Hall Carried Anim
36.	**Private session: Council closed meeting to public under relevant standing orders.** **a.** Council resolved to extend meeting by 30 minutes to 21:30 **b.** Council resolved to engage NP Law to assist with eviction of allotment tenants in breach of tenancy agreement, setting a provisional budget and noting that value of peace of mind of ensuring process is followed. **For privacy full details of discussion will be kept in confidential clerk notes until resolution and legal advice sought.** Carried Unanim .
37.	**Meeting closed at 21:20**

Signed as a correct record (Chair) David Wroth date: 02/03/2026

Minutes prepared by Clerk: Annalisa Dovey date: 01/03/2026

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2026 Feb Meeting minutes : confidential

Confidential Meeting Minutes

Subject: Allotment Tenant Discussion **Status:** To be retained as a confidential record until legal resolution.

1. Motion to Evict Tenant JB

The committee discussed ongoing issues relating to tenant JB, including:

- Non-payment
- Providing a false/incorrect address
- Breeding chickens on the plot
- Poor upkeep of the allotment

A motion was raised to proceed with eviction.

2. Engagement of NP Law

The committee agreed that involving solicitors would provide clarity, safety, and peace of mind.

Decisions:

1. **Issue an eviction notice** to JB via NP Law (including written notice and mobile contact).
2. **Request advice from NP Law** on how to manage the situation.
    - If NP Law advises that they cannot provide guidance on certain aspects, the committee will inform all relevant parties, including the police and the committee itself.
3. **Ask NP Law to confirm the shortest lawful eviction timeframe** and proceed with immediate effect where legally permissible.

3. Budget

A provisional budget of **£1,000** was approved for legal costs.

- This is intended to ensure safety and peace of mind.
- The expectation is that the final cost will be lower, but the allocation provides a buffer if required.

Signed as a correct record (Chair) David Wroth date: 02/03/2026

Docking Parish Council
Annalisa Dovey
Parish Clerk
1 Jarvie Close
Sedgeford
PE36 5NG

Please contact Alex Younger
Telephone 01603 222995

Email alexander.younger@norfolk.gov.uk
Our ref: 2025 Val

10 February 2026

Dear Annalisa

Norfolk Pension Fund
Docking Parish Council

I am writing as part of the Triennial Valuation of the pension fund as of 31 March 2025. This Valuation sets the rates payable by employers for the three years beginning 1 April 2026.

Your Employer Contribution Rate

You are covered by the employer contribution rate stabilisation mechanism that is described in the Funding Strategy Statement. The application of the mechanism for the 2025 Valuation has resulted in an immediate reduction in your employer contributions by **3%** of pensionable pay.

Your contribution rate for the next three years is:

	Contribution Rate
1 April 2026 to 31 March 2027	19.5%
1 April 2027 to 31 March 2028	19.5%
1 April 2028 to 31 March 2029	19.5%

We have previously issued your results schedule, covering notes and Funding Strategy Statement consultation draft, which summarise how your employer contributions rates are calculated.

The Actuary will certify these as the minimum rates payable for the period. The rates will be applied from 1 April 2026 until 31 March 2029, unless material events occur affecting either the fund as a whole, or your specific section within the fund. In this event, the governing regulations permit the Actuary to certify a revised rate where he believes this to be appropriate.

The actuary's calculations are based on the member data you supply to us. If you believe there are any discrepancies in the data, please let us know as soon as possible as this may affect the results. If you have any queries regarding these results, please do not hesitate to contact us.

Next Steps

Please sign and return the attached slip acknowledging your receipt of the new rates to sam.ayling@norfolk.gov.uk by **10th March 2026.**

The Actuary will formally sign-off the valuation by 31 March 2026. The final report will be published on our website after this date. If you would like to receive a hard copy of the document, please contact us and we will be happy to provide it.
If you have any queries, please do not hesitate to contact either myself or any member of the pension team, who will be happy to assist.

Yours sincerely,

Alex Younger

Alex Younger
Head of Funding and Investment

Sam Ayling
Norfolk Pension Fund
County Hall
Martineau Lane
NORWICH
NR1 2DH

Docking Parish Council
Annalisa Dovey
Parish Clerk
1 Jarvie Close
Sedgeford
PE36 5NG

Our ref: 2025 Val

Norfolk Pension Fund
Docking Parish Council

I confirm receipt of your letter dated 10th February 2026 and acknowledge the employer's contribution rate for the next three years will be:

	Contribution Rate
1 April 2026 to 31 March 2027	19.5%
1 April 2027 to 31 March 2028	19.5%
1 April 2028 to 31 March 2029	19.5%

Signed David Wroth

Name David

Title Wroth

Date 02/03/2026

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 01/03/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

CIL	£6,799.53
General : Unity Bank	£2,877.22
Savings Account	£48,130.85
Total	£57,807.60

RECEIPTS	Net	Vat	Gross
Council	£26,086.33	£0.00	£26,086.33
Outside Spaces, Assets & Amenities	£2,520.96	£0.00	£2,520.96
Finance	£8,443.21	£0.00	£8,443.21
Projects	£5,549.47	£0.00	£5,549.47
Charity for Allotment & Poor	£5,205.36	£0.00	£5,205.36
Total Receipts	£47,805.33	£0.00	£47,805.33

PAYMENTS	Net	Vat	Gross
Council	£2,062.00	£0.00	£2,062.00
Human Resources	£12,170.77	£0.00	£12,170.77
Outside Spaces, Assets & Amenities	£14,328.12	£1,575.55	£15,903.67
Office, IT & Admin	£1,737.53	£150.92	£1,888.45
Finance	£581.00	£63.00	£644.00
Insurance	£2,034.86	£0.00	£2,034.86
Events	£836.57	£146.22	£982.79
Projects	£5,483.26	£1,005.66	£6,488.92
Total Payments	£39,234.11	£2,941.35	£42,175.46

Closing Balances at 01/03/26

Ordinary Accounts

CIL	£6,915.99
General : Unity Bank	£4,642.31
Savings Account	£51,879.17
	£63,437.47
Total	£63,437.47

Signed David Wroth

Chair 02/03/2026

Annalisa Dovey

01/03/2026

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/25 and 01/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Council				
1	Precept	£26,033.54	£26,033.55	£0.01
3	CIL	£0.00	£52.78	£52.78
Total Council		£26,033.54	£26,086.33	£52.79
Outside Spaces, Assets & Amenities				
2	Allotment Rents	£300.00	£423.17	£123.17
6	Parish Partnership Scheme (NCC)	£1,670.00	£2,122.79	£452.79
Total Outside Spaces, Assets & Amenities		£1,970.00	£2,545.96	£575.96
Finance				
4	VAT Rebate	£7,410.65	£10,267.89	£2,857.24
7	Bank Interest CIL	£400.00	£116.46	-£283.54
8	Bank Interest Savings Bank Interest Savings	£1,400.00	£871.10	-£528.90
Total Finance		£9,210.65	£11,255.45	£2,044.80
Projects				
5	Grants	£6,203.15	£5,549.47	-£653.68
Total Projects		£6,203.15	£5,549.47	-£653.68
Charity for Allotment & Poor				
13	Rental Income	£0.00	£8,415.26	£8,415.26
Total Charity for Allotment & Poor		£0.00	£8,415.26	£8,415.26
Total Income		£43,417.34	£53,852.47	£10,435.13

DW

Financial Budget Comparison

Comparison between 01/04/25 and 01/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Council				
130	Section 137	£3,000.00	£2,000.00	£1,000.00
131	Chairman's expenses	£0.00	£62.00	-£62.00
132	Legal Fees	£0.00	£0.00	£0.00
Total Council		£3,000.00	£2,062.00	£938.00
Human Resources				
111	Member organisations	£430.00	£366.72	£63.28
160	Election Expenses	£0.00	£0.00	£0.00
245	Payroll services	£183.00	£0.00	£183.00
250	Training	£1,035.00	£92.50	£942.50
400	Staff Salary	£7,436.00	£8,270.29	-£834.29
410	HMRC & NI	£2,000.00	£2,784.41	-£784.41
415	Clerks Pension	£0.00	£1,808.61	-£1,808.61
Total Human Resources		£11,084.00	£13,322.53	-£2,238.53
Outside Spaces, Assets & Amenities				
150	Asset Maintenance & Repair	£2,000.00	£2,741.39	-£741.39
151	Asset Running Costs	£2,876.00	£3,368.90	-£492.90
152	Outside / Green Space Maintenance	£8,250.00	£4,760.00	£3,490.00
153	New Asset / Amenties Purchase	£0.00	£2,014.53	-£2,014.53
230	Utilities	£1,366.20	£1,471.16	-£104.96
Total Outside Spaces, Assets & Amenities		£14,492.20	£14,355.98	£136.22
Office, IT & Admin				

DW

Financial Budget Comparison

Comparison between 01/04/25 and 01/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
135	Room Hire	£150.00	£147.00	£3.00
140	IT Services, Licenses & Bills	£1,505.64	£822.92	£682.72
145	Postage	£51.75	£42.45	£9.30
175	Printing Costs	£248.40	£20.80	£227.60
176	Village Newsletter	£120.00	£0.00	£120.00
177	Stationery	£10.35	£0.00	£10.35
178	Expenses	£50.00	£14.00	£36.00
179	IT / Office asset purchase	£258.75	£690.36	-£431.61
Total Office, IT & Admin		£2,394.89	£1,737.53	£657.36
Finance				
120	Audit Fees	£440.00	£515.00	-£75.00
170	Bank Charges	£155.00	£66.00	£89.00
Total Finance		£595.00	£581.00	£14.00
Insurance				
115	Insurance	£1,017.00	£1,822.06	-£805.06
126	Cyber Insurance	£100.80	£212.80	-£112.00
Total Insurance		£1,117.80	£2,034.86	-£917.06
Events				
240	Village Events	£1,560.00	£836.57	£723.43
Total Events		£1,560.00	£836.57	£723.43
Projects				
500	Neighbourhood Plan	£0.00	£1,064.00	-£1,064.00
501	ORG Regeneration	£0.00	£4,278.31	-£4,278.31
502	Biodiversity	£0.00	£0.00	£0.00

DW 02/03/2026

Financial Budget Comparison

Comparison between 01/04/25 and 01/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
503	Village Sign / War memorial	£0.00	£140.95	-£140.95
504	Bus shelter	£0.00	£0.00	£0.00
Total Projects		£0.00	£5,483.26	-£5,483.26
Charity for Allotment & Poor				
14	Grant to charity	£0.00	£0.00	£0.00
Total Charity for Allotment & Poor		£0.00	£0.00	£0.00
Total Expenditure		£34,243.89	£40,413.73	-£6,169.84
Total Income		£43,417.34	£53,852.47	£10,435.13
Total Expenditure		£34,243.89	£40,413.73	-£6,169.84
Total Net Balance		**£9,173.45**	**£13,438.74**	

DW 02/03/2026

Bank Account Reconciled Statement

CIL **20437336** **60-83-01**

Statement Number	35	Bank Statement No.	35
Statement Opening Balance	£6,915.99	Opening Date	01/02/26
Statement Closing Balance	£6,915.99	Closing Date	28/02/26
True/ Cashbook Closing Balance	£6,915.99		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	6,915.99

Uncleared and unpresented effects

	Debit (£)	Credit (£)
Total uncleared and unpresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed Annalisa Dovey
Clerk / Responsible Financial Officer

David Wroth
Chair

Date 01/03/2026

02/03/2026

Bank Account Reconciled Statement

General : Unity Bank **20437310** **60-83-01**

Statement Number	35	Bank Statement No.	35
Statement Opening Balance	£7,362.44	Opening Date	01/02/26
Statement Closing Balance	£4,642.31	Closing Date	28/02/26
True/ Cashbook Closing Balance	£4,642.31		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/02/26	BACS20260202AR	Jenny Williams	0.00	40.00	7,402.44
05/02/26	BACS20260205AD	Annalisa Dovey	610.39	0.00	6,792.05
05/02/26	BACS20260205ADLR	Annalisa Dovey	14.00	0.00	6,778.05
05/02/26	BACS20260205ADsmarty	Annalisa Dovey	5.40	0.00	6,772.65
05/02/26	BACS20260205HMRC	HMRC - PAYE	199.37	0.00	6,573.28
05/02/26	BACS20260205KM	Multiple Suppliers/ Customers	75.94	0.00	6,497.34
05/02/26	BACS20260205MT	Matthew Todd	1,000.00	0.00	5,497.34
05/02/26	BACS20260205NPF	Norfolk Pension Fund	216.39	0.00	5,280.95
19/02/26	DABACS260219KM	K & M Lighting Ltd	456.00	0.00	4,824.95
25/02/26	DD260225NP	N Power	176.64	0.00	4,648.31
28/02/26	DD260228UTB	Unity Bank	6.00	0.00	4,642.31

Uncleared and unpresented effects

	Debit	Credit
Total uncleared and unpresented	0.00	0.00
Total debits / credits	2760.13	40

Reconciled by Annalisa Dovey

Signed 01/03/2026

Clerk / Responsible Financial Officer

Date Annalisa Dovey

David Wroth

Chair

02/03/2026

Bank Account Reconciled Statement

Savings Account	**20437323**	**60-83-01**	
Statement Number	35	Bank Statement No.	35
Statement Opening Balance	£51,879.17	Opening Date	01/02/26
Statement Closing Balance	£51,879.17	Closing Date	28/02/26
True/ Cashbook Closing Balance	£51,879.17		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	51,879.17

Uncleared and unpresented effects

	Debit	Credit
Total uncleared and unpresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed Annalisa Dovey

Clerk / Responsible Financial Officer

Date 01/03/2026

David Wroth

Chair

02/03/2026

Docking Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
1431	BACS	£33.43	£33.43	151/3	22/02/26	9850	K & M Lighting Ltd - 9850 streetlighting contract 13th of February 2026 to the 12th of March 2026.	£33.43
1432			£628.51		22/02/26	EoFeb26	Annalisa Dovey - Clerking services	
1436		£111.00	£111.00	250/1	22/02/26	30777	Suffolk Association of Local Councils - CILCA training (50% split with Burnham Market PC Introduction to CiLCA 1 to 1 - 4 March £22.50 Unit One 12 February £35 Unit 2a 14 April & 2b 21 April £35 Delegate: Annalisa Dovey	

The following payments have already been made

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
1405	DABACS26 0219KM	£456.00	£456.00	151/6	05/12/25	9796	K & M Lighting Ltd - 6 year statutory testing	
1422	BACS2026 0205KM	£33.43	£33.43	151/3	27/01/26	9790	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of January 2026 to the 12th of February 2026.	
1424	BACS2026 0205MT	£1,000.00	£1,000.00		27/01/26	Nov 25 Dec 25	Matthew Todd - November & December village and green maint.	
1425	BACS2026 0205ADLR	£14.00	£14.00	178	27/01/26		Annalisa Dovey - Clay pits title plans and register	
1426	BACS2026 0205ADsm arty	£5.40	£5.40	140/2	27/01/26	jan26	Annalisa Dovey - Smarty Clerk phone contract january	
1427	BACS2026 0205AD		£610.39		29/01/26	EoJan26	Annalisa Dovey - Clerking Services	

Signature Annalisa Dovey — Signature David Wroth 02/03/2026

Date 01/03/2026

Docking Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
1433	DD260225 NP	£176.64	£176.64	230/1	22/02/26	IN14961614	N Power - strettlight electricity 1 Jan 2026 to 31 Jan 2026 Invoice period: 1 Jan 2026 to 31 Jan 202	
1437	DD260228 UTB	£6.00	£6.00	170	01/03/26	EoFeb26	Unity Bank - service charge EoFeb26	
Sub Total		£2,954.71	£2,201.95					
		£1,761.87	£1,761.87		Confidential			
Total		£3,963.82	£3,963.82					

Signature Annalisa Dovey Signature David Wroth 02/03/2026

Date 01/03/2026

Expenditure transactions

Start of year 01/04/25

Confidential

Tn no	Gross	Vat	Net	Cttee	Invoice date	Details		Cheque	Cheque Total
1420	£42.51	£0.00	£42.51	HR	09/01/26	Norfolk Pension Fund	Employee contribution to pension fund (correction as missed from transaction 1408) amount takenpre-taken from payslip but not included in pension payment.	BACS20260205KM	
1427/1	£294.49	£0.00	£294.49	HR	29/01/26	Annalisa Dovey	Standard salary:25 hours @ £19.32 £483.00 deductionsTax £146.00 National Insurance £0.00 Norfolk Pension Fund £42.51	BACS20260205AD	
1428/1	£53.37	£0.00	£53.37	HR	29/01/26	HMRC - PAYE	NI	BACS20260205HMRC	
1428/2	£146.00	£0.00	£146.00	HR	29/01/26	HMRC - PAYE	HMRC	BACS20260205HMRC	
1429	£216.39	£0.00	£216.39	HR	29/01/26	Norfolk Pension Fund	Month 10 (Ending 31 January 2026	BACS20260205NPF	
1432/1	£578.36	£0.00	£578.36	HR	22/02/26	Annalisa Dovey	salary 40 hours @ £19.32 £772.80 minus Tax 150.60 &EE pension 43.84 =		
1434/1	£150.60	£0.00	£150.60	HR	22/02/26	HMRC - PAYE	HMRC		
1434/2	£56.99	£0.00	£56.99	HR	22/02/26	HMRC - PAYE	NI		
1435/1	£223.16	£0.00	£223.16	HR	22/02/26	Norfolk Pension Fund	pension eoFeb26		
Total	£1,761.87	£0.00	£1,761.87						

David Wroth 02/03/2026

Annalisa Dovey 01/03/2026

Completed Document Audit Report

Completed with SignWell.com

Title: 05 A. 2026 02 Feb minutes

Document ID: ac1d281b-6cce-4dbc-8190-fb3028be97d1

Time Zone: (GMT+00:00) Coordinated Universal Time

Files

05 A. 2026 02 Feb minutes.pdf - 6 pages	Mar 01, 2026 15:23:35 UTC
05B. 2026 02 Feb minutes CONFIDENTIAL.pdf - 1 page	Mar 01, 2026 15:23:35 UTC
FINANCE PAPERS.pdf - 11 pages	Mar 01, 2026 15:23:35 UTC
27. pensions Letter.pdf - 3 pages	Mar 01, 2026 15:23:35 UTC

Activity

Annalisa Dovey IP: 92.40.217.118	created the document (clerk@dockingparishcouncil.gov.uk)	Mar 01, 2026 15:23:51 UTC
Annalisa Dovey	sent the document to clerk@dockingparishcouncil.gov.uk	Mar 01, 2026 15:31:58 UTC
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Annalisa Dovey	sent the document to cllr.david.wroth@dockingparishcouncil.gov.uk	Mar 01, 2026 15:32:44 UTC
David Wroth IP: 148.252.145.74	first viewed document (cllr.david.wroth@dockingparishcouncil.gov.uk)	Mar 02, 2026 21:21:26 UTC
David Wroth IP: 148.252.145.74	signed the document (cllr.david.wroth@dockingparishcouncil.gov.uk)	Mar 02, 2026 21:22:11 UTC