

Minutes prepared by Annalisa Dovey (Clerk) _____ Date _____

Signed as a true and accurate record (Chair) _____ Date _____

DOCKING PARISH COUNCIL

PARISH COUNCIL MEETING MINUTES

Location: Docking Ripper Hall

Date: Monday 13th April 2026

Time: 7.00pm

Present: **Chair:** Cllr David Wroth (DW), Vice-Chair: Cllr Nicola Durrant (ND), Cllr Sandra Howard (SH), Cllr Angela Archdale (AA) Cllr Melanie Lewis (MLe), Cllr Mark Latter (MLa), Cllr Kate Kilby (KK), Cllr Kevin Crompton (KC), Cllr Josie Flower (JF), Cllr David Harrison (DH), Cllr Clive Hill (CH).

1. Introduction

1.1. Opening: Chair opens the meeting at 19:00 and welcomes the public and Cllrs

1.2. Present and Apologies: No apologies to receive.

1.3. Declarations of Interest & request for dispensation: DH owner of Plot 10, Member of Bowls club. Council resolved dispensation to allow DH to stay in room but to not vote.

Carried unanim

2. Public session: Chair adjourned the meeting to hear comments from the public as follows:

2.1. No comments to receive

3. Governance

3.1. Minutes of Previous Meetings: Council received and resolved to approve minutes from the March 2026 PC meeting.

Carried unanim.

Chair signed

3.2. AGAR (Annual Governance & Accountability Return)

3.2.1. Council noted the deadline of 1st July for publication and submission of the AGAR.

3.2.2. Council noted appointment of PKF Littlejohn as External Auditor

3.3. Local Government Reorganisation: Council noted the announcement of the new three unitary model.

3.3.1. Council confirmed Docking would be in West Norfolk in the new 3 unitary LGR model

4. Reports & Updates: council received the following reports and updates.

4.1. Bollards / CIL application Working Group: The white lines for H bars and the white line on station road have been measured.

4.1.1. Council noted that the Station Road white line is delayed due to incomplete Blenheim Place development delays on resurfacing road work s- enforcement has been contacted and not replied.

4.1.2. Council also confirmed request to have h bar lines on the bus stop.

ACTION: Contact enforcement again for resurfacing to be completed at Blenheim Place

ACTION: Add Bus shelter to the white line request.

4.1.3. Village Sign & Green: Council confirmed receipt of the Village Sign proposal.

4.1.3.1. Council noted the sign is rotten at the base and also has begun to rot on top and that because it is cemented in, the base needs to be demolished to get it the post out for repair. Thus, the base needs to be replaced or rebuilt.

4.1.4. Council received 2 quotes and noted disparities.

4.1.4.1. Council confirmed a 3rd quote had been requested from Simon Able, but no response had arrived. DW agreed to contact Simon Able for a quote.

4.1.4.2. Council resolved to request 2nd quote has a meeting with Cllrs to discuss plans and check all 3 quotes are being compared like for like.

Carried unanim.

ACTION: Email second quote and CC village sign working group to arrange a site visit.

ACTION: DW to seek a 3rd quote from Simon Able

4.1.5. Council noted parishoner objections to the sign had been received, with those parishoners objecting to the change of materials from tiles to traditional flint.

4.1.5.1. Council confirmed that the Village Sign will be at the Annual Village meeting 11th May, preceding the AGM to hear public views.

ACTION: working Group to produce an exact design spec to be circulated publicly (Facebook / website) ahead of the Village meeting,

4.2. **NHP project:** Council received and resolved to ratify the response to the examiners queries noting support for the defence the allocation of Local Green Spaces

Carried unanim.

ACTION: clerk to confirm examiner response.

5. Finance

5.1. End of Month Finance report: Eo March 2026

5.1.1. Account balances: Council received the below balances.

5.1.1.1. Council resolved to move the CIL account into the savings account as S106 / CIL is tracked on AdvantEdge.

Carried Unanim

ACTION: Clerk to transfer CIL account to Savings Account and rename.

Ordinary Accounts

CIL	£7,605.66
General : Unity Bank	£9,472.85
Savings Account	£52,146.74
	<u>£69,225.25</u>
Total	<u>£69,225.25</u>

5.1.2. EoMarch2026 Reconciliation report: Council received and resolved to approve the End of March 2026 Reconciliation report which included all three accounts (Savings, savings and current).

Carried unanim.

Chair signed

5.2. **Payments Report:** Council received the transactions report and the following figures received.

5.2.1. Income was noted, totalling; £7139.38.

Received Income Transactions

Start of year 01/04/25

received between 01/03/26 and 31/03/26, for the Council

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
BACS260302N CC	02/03/26	102	24	£3,209.90	£0.00	£3,209.90	13	Norfolk County Council land rental for 22nd April 2025 - 21 April 2026.
BACS260319H MRC	19/03/26	104		£1,187.24	£0.00	£1,187.24	4	HMRC (VAT) VAT refund 01/04/25 - 01/07/25
BACS260319H MRC	19/03/26	105		£1,258.57	£0.00	£1,258.57	4	HMRC (VAT) VAT refund 02/07/25 - 30/09/25
BACS260319H MRC	19/03/26	106		£386.43	£0.00	£386.43	4	HMRC (VAT) VAT refund 01/10/25 - 31/12/25
BACS260323K LWNBC	23/03/26	107		£553.68	£0.00	£553.68	5/2	KLWNEC CIL repayment for ORG
		109/1		£120.00	£0.00	£120.00	9	Bircham Parish Council 2026 Feb Training: Cllr Gloria Daniels, Cllr Lisa Palmer, Cllr Hugh Rayner
BACS260330B RPC	30/03/26	109	28	£120.00	£0.00	£120.00	9	Bircham Parish Council 2026 Feb Training:Cllr Gloria Daniels, Cllr Lisa Palmer, Cllr Hugh Rayner
BACS260330B OPC	30/03/26	110	27	£40.00	£0.00	£40.00	9	Burnham Overy Parish Council 2026 Feb Training: Cllr Maxine Owles
BACS260331U TB	31/03/26	108		£35.99	£0.00	£35.99	7	Unity Bank Interest
BACS260331U TB	31/03/26	111		£287.57	£0.00	£287.57	8	Unity Bank interest
Total				<u>£7,139.38</u>	<u>£0.00</u>	<u>£7,139.38</u>		

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5.2.2. Council received and resolved to ratify payments made under Delegated Authority and by Direct Debit (coded DD and DABACS) and to verify payments made by Bacs approved at the previous meeting (coded BACS)

*Carried Unanim
Chair signed*

The following payments have already been made

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
1431	BACS2603 03K&M	£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.
1432	BACS2603 03AD		£628.51		22/02/26	EoFeb26	Annalisa Dovey - Clerking services
1433	DD260225 NP	£176.64	£176.64	230/1	22/02/26	IN14961614	N Power - streetlight electricity 1 Jan 2026 to 31 Jan 2026 Invoice period: 1 Jan 2026 to 31 Jan 2026

REFERENCE		DATE		NO.		
1436	BACS2603 03SALC	£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
1437	DD260228 UTB	£6.00	£6.00	170	01/03/26	EoFeb26 Unity Bank - service charge EoFeb26
1438	DD260323 NP	£140.91	£140.91	230/1	24/03/26	IN15082862 N Power - 1 Feb 2026 to 28 Feb 2026 Invoice period: 1 Feb 2026 to 28 Feb 2026
1439	BACS2603 31UTB	£7.00	£7.00	170	31/03/26	Unity Bank - Service charge
Sub Total		£4,111.73	£2,349.86			
		£1,761.87	£1,761.87		Confidential	
Total		£4,111.73	£4,111.73			

5.2.3. Council resolved to approve the following payments due in April 2026, pending the removal of duplicates. To note the payments list was amended in meeting to remove duplicates as below.

Carried Unanim

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No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details
1440		£971.58	£971.58 250/2	01/04/26	SD2905-1	SLCC Enterprizes - Training
1441		£115.20	£115.20 245	01/04/26	2786	Norfolk Association Of Local Councils - Payroll services
1442		£63.00	£63.00 135	01/04/26		Docking Village Hall (Ripper Hall) - hall hire, jan, feb march 2026 - 3 x 3 hrs
1443	DD	£52.00	£52.00 140/7	01/04/26		Information Commissioners Office - 26/27 ICO subs
1447		£146.88	£146.88 132	01/04/26	10126677	NPLaw - Allotment advice: NPLAW February 2026 Feetime Charges Quantity: 1 Unit Price: 122.40
1448		£93.43	£93.43 151/3	01/04/26	9904	K & M Lighting Ltd - streetlight contract: 13th of March 2026 to the 12th of April 2026
1449		£115.20	£115.20 245	01/04/26	EoFmarch2026	Norfolk Association Of Local Councils - Payroll services Payroll Services 25/26
1450		£47.00	£47.00 140/7	01/04/26		Information Commissioners Office - annual fee
1453		£140.91	£140.91 230/1	01/04/26		N Power - street light electricity 1 Feb 2026 to 28 Feb 2026 Invoice period: 1 Feb 2026 to 28 Feb 202
1455		£33.43	£33.43 151/3	01/04/26	9904	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of March 2026 to the 12th of April 2026.
1456		£1,913.18	£1,913.18 151/1	08/04/26		KLWNBC - 7 x Dog Bin weekly empties

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details
1457		£320.00	£320.00	08/04/26	January 2026	Matthew Todd -
1		£40.00 151/4				SAM units charge & move
2		£280.00 152/1				12 hours
1458		£460.00	£460.00	08/04/26	Feb 2026	Matthew Todd - Village Maint,
1		£420.00 152/1				21 hours
2		£40.00 151/4				SAM Units
Sub Total		£4,411.81	£4,411.81			
		£2,052.10	£2,052.10			Confidential
Total		£6,463.91	£6,463.91			

Carried unanim.

Chair signed

5.3. End of Q4 Finance report: Council received the EoQ4 Finance report and resolved to approve it as accurate.

Carried unanim.

Chair signed

5.4. End of 2025/2026 Financial year report: council received the End of 25_26 Financial report and resolved to approve it as accurate excepting the asset's figures, as these are calculated separately from the accounting programme,

Carried Unanim

Chair signs

ACTION: Clerk to make payments and send to finance team for authroisation

ACTION: Clerk to correct payment list

ACTION: clerk to publish required annual statements on website

6. Grants & Funding

6.1. PIIP & CIL

6.1.1. Council received the draft PIIP and resolved to approve it.

Carried unanim.

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6.1.2. Council received the complete list of CIL potential projects and agreed that the clerk would contact the CIL team to discuss the best way to proceed.

6.1.2.1. Council heard concerns that the number of projects may make it ineligible or alternatively not meeting the £10,000 target might make it ineligible.

6.1.2.2. Council resolved to either apply for all projects or to apply for the Road Safety & Parking, Village Green and Allotment Security projects as priorities.

Carried unananim.

ACTION: Clerk to contact the CIL funding department and ask for advice.

6.2. Grant Requests: Council resolved to pass the following grant requests to the Docking Allotment for Recreation Charitable Trust for consideration.

Carried Unanim

6.2.1. Bowls club request for assistance with toilet installation

6.2.2. Senior Citizens' and Children's Xmas Gifts

ACTION: Clerk to forward Grant proposals to Docking Allotment for Recreation & Exercise Charitable Trust.

7. Planning: No planning to consider

8. Assets & Amenities To receive updates on asset maintenance works and consider suggestions and actions.

8.1. Annual Asset Maintenance: Council received the asset maintenance list and confirmed that Cllr ND and JF would do the April asset inspection and report back to clerk for inclusion on the May meeting.

ACTION: Cllr JF & ND to complete Asset inspection in April for inclusion on May meeting

ACTION: Clerk to include Asset inspection report on May meeting agenda

8.2. Grass mowing: Council considered Motion to not Mow in May and resolved to place on Agenda in December 2026 for the formation of a well thought out plan to consider for April 2027.

Carried Unanim

8.3. Tree Inspection: Council received the tree inspection report on the Walnut and Oak Tree and resolved to approve the works recommended at £560.

Carried Unanim

ACTION: arrange Tree works with Dan Yeomans, and if he is unavailable, find alternative,

8.4. ORG

8.4.1. ORG Pedestrian signage: Council heard that there are two proposed locations for the ORG Pedestrians signage as requested by residents. Council resolved to consult with residents and public on preference. With a deadline for comments and response by 11th May AGM

Carried unananim.

ACTION: Clerk to contact residents with proposed ORG pedestrian signage locations for comment and bring outcomes to Council meeting 11th May.

8.5. Allotment security:

8.5.1. Council resolved to accept the grant funding for the allotment security project at 50% (£1136)

Carried Unanim

8.5.2. Council resolved to seek additional funding for allotment security if available and confirmed it would fund the remining 50% if it were not available.

Carried unananim.

ACTION: Clerk to confirm Community funding accepted and seek additional funding for allotment security

8.6. SAM Units:

- 8.6.1. Council resolved to approve new location for SAM3 on the corner of Station Road & Brancaster Road.

Carried Unanim

ACTION: clerk to confirm SAM unit with Westcotec and arrange instalment

- 8.6.2. Council noted existing SAM unit to be taken to Westcotec for upgrading to new data collection.

ACTION: Clerk to take Sam unit to Westcotec for upgrading data collection

9. Events

9.1. Great British Spring Clean: Council heard that the event was well attended and successful, noting it was also a lovely community affair.

- 9.1.1. Motion to make it an annual event was heard and an amendment proposed and resolved in favour to make it twice annual.

Carried unanim.

- 9.1.2. CH agreed to lead the next litter pick event

- 9.1.3. Council proposed and agreed Sunday 25th October as the date for the next Litter Pick. 10 am -Midday.

Carried unanim.

ACTION: Clerk to confirm with KLWNBC arrangements for litter pick in October 2026

ACTION: Clerk to book village hall for litter pick 10 am 1pm

ACTION: Clerk to arrange advertising of Litter Pick – Facebook, newsletter

ACTION: Clerk to place October Litter Pick on September agenda.

9.2. Love Parks Week 24th July – 2nd August: Council voted to approve a working to discuss and produce an event proposal for consideration at the May meeting.

- 9.2.1. Initial discussions considered a village picnic.

- 9.2.2. Love Parks Week Working Group: CH, AA, SH, Mle, JF

- 9.2.3. Council noted the Playing Field may also arrange something and confirmed the need to co-ordinate.

Carried unanim

ACTION: Love parks working group to convene and produce event proposal for consideration at May meeting

ACTION: Clerk to place on May Agenda.

9.3. Norfolk ALC AGM: Council confirmed attendance by DH, KK, ND at Norfolk ALC AGM.

ACTION: Clerk to register 3 delegates at Norfolk ALC AGM – KK, ND, DH

9.4. Norfolk Police Crime Commissioner Meeting: Council resolved that they would accept the invite for a meeting, noting a preference for during the traffic gridlock, but otherwise open to suggestion.

- 9.4.1. Cllrs ND & DH confirmed they would be available.

Carried unanim.

9.5. Heritage Day 19/20th Sept 2026: Council noted it would be useful to connect with the Heritage group and the church to discuss possible Heritage Event ideas.

9.5.1. CH agreed to lead on producing a vent proposal for council to consider, following discussion with the church and heritage group.

ACTION: CH to liaise with church and Heritage Group on possible events for Heritage weekend 19/20th September and bring to council an event proposal.

ACTION: Clerk to place heritage event proposal on June agenda.

10. HR

10.1. Council noted Clerk's annual appraisal due for presentation at the June PC meeting and resolved the following timeline s: Councillors to send comments to personnel group by the End of April 2026 | Personnel group to meet prior to May meeting | Clerk to meet with line manager (MLe) first week of May | personnel group to meet to agree recommendations to council second week of May | Council to hear recommendations and resolve June PC meeting.

ACTION: Clerk and personnel to arrange dates for meetings

ACTION Clerk to place Appraisal recommendations on June PC meeting.

11. Correspondence: *To note, reply or propose for future agenda*

11.1. Brittons Lettings agent: Cockerel complaint: council considered a Complaint re. cockerels 'owned by PC' and confirmed that the council does not own the cockerels, they do not reside on council property, and that the council has no duty nor power to remove them and will take no further action.

ACTION: Clerk to confirm this stance with Brittons Estate Agents

11.2. Anglia water: Response to council raised water concerns and objection to new developments: Council noted response and raised the following questions: what happens when its raining- how did the metric change, and as it is reportedly not , how can it be that it is declared to be okay.

11.2.1. Docking further noted Burnham Market Parish Council letter to James Wilde and confirmed agreement and support.

11.2.2. Council also heard that Cllr Terry Parrish is also raising concerns about Anglia Water and requested to be put in contact.

ACTION: Clerk to respond to Anglia water letter with questions: what happens when it's raining- how did the metric change, and as it is reportedly not, how can it be that it is declared to be okay

ACTION: clerk to convey support to Burnham Market Parish Council and to contact James Wild to also add support.

11.3. Parishoner: council confirmed receipt of the sandy Lane development supporting statement.

11.4. Parishoner: Freebridge / LGR concerns. Council confirmed receipt of the email and noted concerns,

11.5. Member of public: request permission to attend whilst campaigning – council noted the request and confirmed that no permission is needed (and therefore, not possible) for members of public attending meetings, whilst permission is never granted for using the meetings to campaign,

11.6. Tett Turrets: Council agreed to waive the working day notice period to consider the new boundaries proposed by Hill for transfer of the Tett Turrets to the council.

Carried unanim.

11.6.1. Council confirmed contentment with the new boundaries and resolved to accept the proposed boundaries pending 3 working days from publishing these minutes to allow public to consider and respond.

Carried unanim.

ACTION: Clerk to confirm acceptance of the boundaries 3 working days after publishing the minutes if no public comments have been received.

ACTION: Clerk to post the proposed boundaries on Facebook for public to comment before minutes are published to better allow public time to comment.

12. Meeting dates

a. To confirm next meeting date: proposed: Monday 11th May 6.30 AGM.

Agreed unanim

13. Private session: meeting closed to the public under relevant legislation and standing order due to the necessary sharing of personal information.

13.1. Council resolved to inspect allotment plots

14. Chair closed the meeting at 21.05