

ANNUAL DOCKING PARISH MEETING

Annual Docking Parish Council Meeting

PARISH COUNCIL MEETING

Clerk: Annalisa Dovey

Email: clerk@dockingparishcouncil.gov.uk

I hereby give you notice that the Parish Council meeting of the above-named Parish Council will be held in
Docking Village hall: Ripper Hall

Monday 11th May 2025

6.00pm | Coffee and biscuits

6.30pm | Annual Docking Parish Public Meeting Opens

7.00pm | Annual Docking Parish Council Meeting opens

All members of the Council are hereby **summoned** to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Docking Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session. The law does not permit members of the public and press to take part in the debates.

A. Annual Docking Parish Public Meeting 6.30 – 7pm

- 1. Welcome by the Chair Parish Council Report**
- 2. Parish Group Reports**
 - 2.1. Parish Council Annual report
 - 2.2. Playing Field (written)
 - 2.3. Speed Watch (RG)
 - 2.4. Brownies (RR - written)
 - 2.5. Scouts
 - 2.6. Heritage Group
 - 2.7. Docking Allotment for Recreation & Exercise Charity
- 3. Public Consultation on ORG** To receive ideas and requests for the ORG for the future.
- 4. Public Consultation on Village Sign Proposal.**
- 5. Extended Public comments (3 minutes per speaker per topic)**

B. Parish Council Annual General Meeting 7pm

- 1. Welcome by Chair**
- 2. Election of Chair & Vice Chair**
- 3. Present and apologies:** Cllr Clive Hill, Cllr Angela Archdale

Agendas 2024 November Parish Clerk

4. **Public Session: Comments specifically on upcoming agenda items.** in accordance with the Public Participation Policy – Maximum time 15 minutes, 3 minutes for each person as per Standing Orders.
5. **Declarations of interests on agenda items.** Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest
6. **Past Minutes**
 - 6.1. To approve (sign) receive past minutes Docking Parish Council Meeting April 2026
 - 6.1.1. To receive any updates or matters arising (for information only)
 - 6.2. To approve (sign) Past minutes: Docking Parish Council Emergency Meeting April 2026
 - 6.2.1. Motion to approve draft letter to Freebridge and Borough Standards Officer about Management of housing with regards maintenance and occupier behaviour
 - 6.2.2. Motion to approve letter raising concerns about Freebridge
 - 6.2.3. Other Matters arising
7. **Reports and updates**
 - 7.1. Borough Councillor update
 - 7.2. County Councillor update
 - 7.3. Councillor Updates
8. **Finance**
 - 8.1. **Monthly Finance report EoApril 2026 - Expenditure & Receipts | Transfers | Upcoming payments | Reconciliations | Balances | cashbook:** To receive and approve
 - 8.2. **25_26 VAT report:** To receive and approve for publishing & for AGAR
 - 8.3. **25_26 CIL report:** To receive and approve for publishing & for AGAR
 - 8.4. **25_26: Section 137 spending report:** To receive and approve for publishing & AGAR
 - 8.5. **25_26 Expenditure transparency reports:** To receive and approve for publishing & AGAR
 - 8.6. **Annual Governance: To review and agree Regular Payments – Direct Debits & Standing Orders**
 - 8.6.1. **Motion to approve these Direct Debits for 26_27:** N Power – streetlights - monthly variable and ICO (information Commissioners Office) annual
 - 8.6.2. **Motion to approve payments to these suppliers**
 - 8.6.3. in August when council is in recess where services provided are as per standard, but in months where there is a meeting, for payments to be presented for approval.
 - 8.6.3.1. Matt Todd – for village maintenance 30 hours + ORG + Sam units
 - 8.6.3.2. Annalisa Dovey – Clerking services (salary, pension, WFH, printing expenses and mobile phone repayment)
 - 8.6.3.3. HMRC – PAYE & National Insurances (monthly
 - 8.6.3.4. K&M streetlight contract (monthly)
 - 8.6.3.5. Gallagher Insurance (annual)
 - 8.6.3.6. Coalition insurance (annual)
 - 8.6.3.7. Docking Village Hall- hire for meetings
9. **Assets & Amenities**
 - 9.1. **Annual Governance: Review & agree Asset & Long Term investments**
 - 9.2. **Annual Governance: Confirmation of arrangements for insurance cover** in respect of all insurable risks
 - 9.2.1. **Consider accepting Gallagher / Hiscox insurance:** £1,936.20
 - 9.2.1.1. Risk Management Policy updated - no change to policy
 - 9.2.1.2. Risk assessment updated: actions outstanding
 - 9.2.1.2.1. Signage on ponds: To consider
 - 9.2.1.2.2. Set regularity of Tree Audit: To agree
 - 9.2.1.2.3. Digitise pound papers: TO note outstanding
 - 9.2.1.2.4. Addition of 'receipt of donations policy': Motion to consider in June 2026 meeting

ORG Signage

9.2.2. **Welcome sign:** To consider approving budget of £882 (from reserves) for double post A2 sign

9.2.3. **Pedestrian road signage:** consider correspondence and agree actions

9.3. **Tett Turrets:**

9.3.1. To consider Parishoner comments on the boundaries

9.4. Trees: to receive update on works to Oak and Walnut Tree

9.5. **Village Sign proposal**

9.5.1. To receive proposal

9.5.2. To receive public feedback

9.5.3. To receive update quotes.

9.5.4. To consider and agree actions.

10. Governance

10.1. **Policies & Procedures:** Annual Review of policies and procedures: Those with no change are available on the website. Those that are updated have the updates listed in the summary of changes document.

10.1.1. Receive policy summary change document

10.1.2. Receive and consider approving policies:

10.1.2.1. Standing Orders 2026 (updated)

10.1.2.2. Financial Regulations 2026 (updated)

10.1.2.3. Code of Conduct 2026 (No Change)

10.1.2.4. Delegated Powers

10.1.2.4.1. Delegated powers policy 2026 (no change)

10.1.2.4.2. Delegated Powers schedule (updated)

10.1.2.5. Complaints procedure (No Change)

10.1.2.6. Allotments Policy (No Change)

10.1.2.7. Anti Bullying & Harassment Policy (No Change)

10.1.2.8. Communications Policy (No Change)

10.1.2.9. Data Privacy Policy (No Change)

10.1.2.10. Equality & Diversity Policy (No Change)

10.1.2.11. Grant Policy & Procedure (No Change)

10.1.2.12. Grievance Procedure (No Change)

10.1.2.13. Homeworking Policy (No Change)

10.1.2.14. IT Usage & Security Policy (No Change)

10.1.2.15. Operation Menai Bridge (No Change)

10.1.2.16. Pension Policy (Updated)

10.1.2.17. Record Management Policy (No Change)

10.1.2.18. Training & Development Policy (No Change)

10.1.2.19. Biodiversity Policy (No Change)

10.2. Review of Group Memberships

10.2.1. Receive and consider approving Group membership policy – no change

10.2.2. Appointment of members to existing groups/ committees;

10.2.2.1. Asset Group

10.2.2.2. Biodiversity Group

10.2.2.3. Planning Advisory Group

10.2.2.4. Personnel Advisory Group

10.2.2.5. Finance Advisory Group

10.2.2.6. Confirm Village green Group

10.2.3. Appointment of any new committees in accordance with standing order 4;

10.2.4. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

10.2.5. Review of representation on or work with external bodies and arrangements for reporting back

10.2.5.1. Jack's Lane

10.2.5.2. Any other?

10.2.6. Receive and consider approving Group membership register

10.3. **Subscriptions:** Review of the Council's and/or staff subscriptions to other bodies

10.3.1. ICO

10.3.2. NALC

10.3.3. SLCC

10.3.4. Microsoft

10.4. Review of Contracts / Contractors

10.4.1. Village Maintenance and Mowing : Matt Todd

10.4.2. N Power Electricity

10.4.3. NCC: Verge mowing

10.4.4. Payroll services

10.4.5. Website & Email Management

10.4.6. Streetlight Maintenance: monthly

10.4.7. SAM Management & Maintenance

10.4.8. KLWNBC: Dog waste Bin emptying

10.5. **Meeting schedule:** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

10.6. Annual Governance and Accountability Return

10.6.1. To receive Internal Auditors Report and agree any arising actions

10.6.2. To agree AGAR form responses

10.6.2.1. Section 1: Annual Governance statements

10.6.2.2. Section 2: Accounting Statements

10.6.2.3. To note Internal Audit form responses and confirm any arising action

10.6.2.4. To consider and agree explanation of variances and agree any arising action

11. Events:

11.1. To consider Proposal for Love Parks week, and consider any arising actions

11.2. To consider event proposal for the Heritage weekend and consider any arising actions.

11.3. Halloween Litter Pick: Update

12. Other Correspondences received

12.1. **Parishoner:** view on speeding.

12.2. **Anglia Water:** Correspondence on Water capacity and issues

13. Planning matters

13.1. **Neighbourhood Plan:** Motion To consider an extended budget (£250) to comply with new regulations on the Basic Conditions (would require use of reserves and delegated authority to council to submit CCPs response once received)

13.2. Planning Applications received for consideration

13.2.1. 26/00629/F | Details: Erection of agricultural building and hardstanding at Land S of Barn Road E578086 N336526 Off Stanhoe Road Docketing Norfolk <http://online.west-norfolk.gov.uk/online-applications/applicationDetails>

13.3. Delegated Decisions: to ratify responses given by the clerk on the recommendation of the Planning Advisory Group

13.3.1. 26/00637/F | HOUSEHOLDER: Installation of Two Air Source Heat Pumps at 1 Grove Farm Barns High Street Docketing <http://online.west-norfolk.gov.uk/online-applications/applicationDetails> | No objection

13.3.2. 26/00630/F: Erection of agricultural building and hardstanding at Land South of Fakenham | <http://online.west-norfolk.gov.uk/online-applications/applicationDetails> | no objection

13.3.3. 26/00632/F: HOUSEHOLDER: Replacement roof coverings to the existing single storey side projection, including a change of material and roof to be increased in height by 150mm to accommodate new insulation | Hollywell Cottage Mission Lane Docketing <http://online.west-norfolk.gov.uk/online-applications/applicationDetails> | Object (DD)

13.4. To Note planning decisions

- 13.4.1. 26/00314/LDP: Application for a Lawful Development Certificate for proposed fitting a new french door in an existing bedroom 23 Sandringham Avenue Docking | Would be Lawful
- 13.4.2. 26/00300/F: HOUSEHOLDER: Removal of Existing Conservatory. Erect new Two Storey Rear Extension. Internal Alterations. Beach Retreat, Station Road | Application Permitted
- 13.4.3. 26/00146/F: HOUSEHOLDER: Roof replacement to create first floor extension, front porch extension and rear extension: Orchard Bungalow, Fakenham Road | Application Permitted
- 13.4.4. 26/00264/LDP: Application for a Lawful Development Certificate for the proposed construction of an outbuilding. No new access is required | Dunroming, Bircham Road, Stanhoe | Would be Lawful
- 13.4.5.
- 13.5. **Planning update Training:** Tuesday 16th June – 6.00pm – 7.30pm or Monday 22nd June – 3.30pm – 5.00pm
- 13.6.
- 13.7. **Planning petition:** To consider support / promotion of petition against the increased housing demands in the government housing policy.

14. **Agenda Items:** to be added to the following month's agenda – (NOT FOR DISCUSSION DURING THIS AGENDA ITEM)

15. **Meeting dates:** Next proposed meeting: Monday 1st June 6.30 pm Tea & Biscuits 7pm start: Ripper Village Hall.

16. Private session

- 16.1. Consider closing the meeting to the public under relevant legislation and standing orders.

Members of the public are requested to leave the meeting as promptly as possible