

Minutes prepared by Clerk / RFO Annalisa Dovey Signed _____ date _____

Minutes signed by Chair as an accurate record _____ date _____

ANNUAL GENERAL DOCKING PARISH COUNCIL MEETING

Minutes

Date: Monday 11th May 2025, 19:00

Location: Ripper Hall, Docking Village Hall

Present: Chair: Cllr David Wroth (DW), Vice-Chair Cllr Nicola Durrant (ND), Cllr Kate Kilby (KK), Cllr Sandra Howard (SH), Cllr Melanie Lewis (Mle) Cllr Mark Latter (MLa), Cllr David Harrison (DH), Cllr Josie Flower (JF), Cllr Kevin Crompton (KC)

Members of public: approx. 10

Clerk/ RFO: Annalisa Dovey (minutes)

1. **Open:** Chair opens the meeting at 19:10 and welcomes everyone, noting that the meeting has some specific governance to be followed.

2. **Election of Chair:**

2.1. Chair stands down and Vice-Chair chairs the meeting

2.2. Council resolved to elect DW to be Chair for 2026-2027. *DH / ND carried unanim.*

2.3. DW resumes Chairing.

3. **Election of Vice Chair:** Council resolved to elect ND to be Vice-Chair for 2026 – 2027. *KC/DW carried unanim.*

4. **Apologies:** Council resolved to accept apologies from Cllr Clive Hill and Cllr Angela Archdale. *Carried unanim.*

5. **Public Session:** Chair closed meeting under relevant legislation to allow public to make comment on upcoming agenda items.

5.1. Sam Unit: Clerk confirms the unit has been taken to Westcotec to upgrade to blue tooth data collection and agrees to share SAM unit data directly with Speedwatch when it is operational.

ACTION: share SAM unit Bluetooth data directly with Speedwatch when it is operational.

6. **Declarations of interests on agenda items.**

6.1. DH / Tett Turrets: Council resolved to allow DH to remain in the room for information but to recuse during votes. *Carried by Consensus*

7. **Past Minutes**

7.1. Council resolved to approve as accurate past minutes Docking Parish Council Meeting April 2026. *Carried unanim.*

7.2. Council resolved to approve as accurate past minutes: Docking Parish Council Emergency Meeting April 2026. *Carried unanim.*

7.2.1. Council resolved to approve sending of letter to Freebridge and Borough Standards Officer about management of housing with regards maintenance and occupier behaviour. *carried unananim.*

7.2.2. Council resolved to approve sending of letter concerns about Freebridge to MP, County Cllr, Borough Planning and Freebridge Board of Directors. *Carried unananim.*

ACTION: send both letters about Freebridge and accessible housing to relevant parties.

8. Reports and updates

8.1. County Councillor update

8.1.1. Michael Chenery introduces his successor Cllr Julie Crostley (Reform).

8.1.2. MC thanks the council for the time he has been serving us and comments that the council is doing well.

8.1.3. Docking PC resolved to give a vote of thanks to Michael Chenery and spontaneously gave a round of applause. *Carried unananim.*

8.2. Councillor Updates

8.2.1. Assets walk around completed by ND and JF, clerk will bring to June's meeting for actions.

ACTION: Clerk to collate asset walk around results and bring to council for decision.

ACTION: Clerk to update Asset maintenance spreadsheet.

9. Finance

9.1. **Monthly Finances:** Council received the Monthly Financial report for the End of April 2026.

9.1.1. **Cashbook & balances:** Council reviewed the cashbook and noted balances of:

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

9.1.2. **Reconciliations:** Council received and resolved to approve reconciliations for all accounts. *Carried unananim. Chair signs.*

9.1.3. **Past Expenditure** Council received April 2026 expenditure and resolved it as verified. *Carried unananim. Chair signs.*

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/04/26 and 30/04/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BACS260415	15/04/26	1447		£146.88	£24.48	£122.40	NPLaw	Allotment advice: NPLAW February 20
BACS260415	15/04/26	1449		£115.20	£19.20	£96.00	Norfolk Association Of Local Councils	Payroll services
BACS260415	15/04/26	1455		£33.43	£5.57	£27.86	K & M Lighting Ltd	Payroll Services
BACS260415	15/04/26	1456		£1,913.18	£318.86	£1,594.32	KLWNBC	Street Lighting Maintenance charges
		1457/1		£40.00	£0.00	£40.00	Matthew Todd	7 x Dog Bin weekly empties
		1457/2		£280.00	£0.00	£280.00	Matthew Todd	SAM units charge & move
BACS260415	15/04/26	1457		£320.00	£0.00	£320.00	Matthew Todd	12 hours
		1458/1		£420.00	£0.00	£420.00	Matthew Todd	21 hours
		1458/2		£40.00	£0.00	£40.00	Matthew Todd	SAM Units
BACS260415	15/04/26	1458		£460.00	£0.00	£460.00	Matthew Todd	Village Maint.
DD260422ICO	22/04/26	1450		£47.00	£0.00	£47.00	Information Commissioners Office	annual fee
DD260423Npo	23/04/26	1453		£132.43	£6.31	£126.12	N Power	street light electricity 1 Feb 202
wer								
DD260430UTB	30/04/26	1462		£7.00	£0.00	£7.00	Unity Bank	service charge
				£3,175.12				
				£1,026.05	Confidential			
Total				£4,201.17	£374.42	£3,826.75		

9.1.4. **Income:** Council received April 2026 income and resolved it as verified. *Carried unananim, Chair signs.*

Received Income Transactions

Start of year 01/04/26

received between 01/04/26 and 30/04/26, for the Council

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
CR260408NCF	08/04/26	117		£1,136.00	£0.00	£1,136.00	5/4	Norfolk Community Fund: Crowdfunder Grant for allotment security project from Norfolk Community Fund sponsored by Cllr Chenery 50/50 exc vat
CR260409BM	09/04/26	113 25		£40.00	£0.00	£40.00	9	Burnham Market Parish Council 2026 Feb Training: Cllr David Cressy
CR260413BPC	13/04/26	112 26		£40.00	£0.00	£40.00	9	Brancaster Parish Council 2026 Feb Training: Cllr Val Carpenter
CR260413KL	13/04/26	118		£15,856.97	£0.00	£15,856.97	1	KLWNBC Precept pt 1
CR260416AR	16/04/26	119		£25.00	£0.00	£25.00	2	 Over payment of allotment rent 2026 or early payment of Rent 27
CHQ260421S	21/04/26	115 29		£40.00	£0.00	£40.00	9	Stanhoe Parish Council 2026 Feb Training: Cllr Tim Fitzjohn
Total				£17,137.97	£0.00	£17,137.97		

9.1.5. **Upcoming Expenditure:** Council received proposed expenditure for May 2026 and resolved to approve payments. *Carried unananim, Chair signs.*

Docking Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
1440		£971.58	£971.58 250/2	01/04/26	SD2905-1	SLCC Enterprizes - Training	
1442		£63.00	£63.00 135	01/04/26		Docking Village Hall (Ripper Hall) - hall hire, jan, feb march 2026 - 3 x 3 hrs	
1459		£33.43	£33.43 151/3	20/04/26	9965	K & M Lighting Ltd - STREET LIGHT MONTHLY CONTRACT	
1460		£1,063.68	£1,063.68 14/1	04/05/26		Docking Bowls Club -	
1461		£500.00	£500.00 14/2	04/05/26		Docking Senior Citizens And Children's Xmas Fund -	
1466		£240.00	£240.00 120	04/05/26		TURAS - Independent Internal Audit	
1467		£279.85	£279.85 111/1	04/05/26		Norfolk Association Of Local Councils - Subs	
1468		£720.00	£720.00	04/05/26		Matthew Todd - village & ORG & SAM maint.	
1		£40.00 151/4				Sam unit	
2		£80.00 152/6/1				ORG mowing - 4 hours	
3		£600.00 152/1				30 hours	
1469		£8.00	£8.00 135	04/05/26		Docking Playing Field Association - Pavillion Hire for ECM	
1470		£3.50	£3.50 175	04/05/26		Witleys (Annalisa Expense) - Printing VAT return	
Sub Total		£3,883.04	£3,883.04				
		£1,184.77	£1,184.77			Confidential	
Total		£5,067.81	£5,067.81				

ACTION: Clerk to make payments as approved.

9.2. **25_26 VAT report:** Council received and resolved to approve 25_26 VAT report as accurate and to be published on the PC website. *Carried Unanim, Chair signs.*

9.3. **25_26 CIL report:** Council received and resolved to approve **25_26 CIL report** as accurate and to be returned to Borough Council and published on the PC website. *Carried unanim, Chair signs.*

9.4. **25_26: Section 137 spending report:** Council received and resolved to approve 25_26: Section 137 spending report: as accurate and to be published on the PC website. *Carried unanim, Chair signs.*

9.5. **25_26 Expenditure transparency reports:** Council received and resolved to approve 25_26 Expenditure transparency reports as accurate and to be published on the PC website. *Carried unanim, Chair signs.*

9.6. 25_26 Regular payments

9.6.1. Council reviewed and resolved to approve the following direct debits for 26_27: N Power – streetlights – monthly variable and ICO (information Commissioners Office) annual. *Carried unanim, Chair signs.*

9.6.2. Council resolved to approve delegated authority to the clerk make the following regular payments to these suppliers 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.

- Matt Todd – for village maintenance 30 hours + ORG + Sam units
- Annalisa Dovey – Clerking services (salary, pension, WFH, printing expenses and mobile phone repayment)
- HMRC – PAYE & National Insurances (monthly)
- K&M streetlight contract (monthly)
- Gallagher Insurance (annual)
- Coalition insurance (annual)
- Docking Village Hall- hire for meetings

Carried unananim, Chair signs.

9.7. **Late Item:** Council resolved to waive the statutory 3 days due diligence and approved the refund for an allotment rental over payment. Carried unananim, ACTION: Clerk to make payments as approved.

ACTION: clerk to publish VAT, CIL, S137, Expenditure transparency reports on website

ACTION: clerk to make payments as approved

ACTION: Clerk to set up direct debits as approved

ACTION: clerk to update delegated powers register with : delegated authority to the clerk make the following regular payments to these suppliers 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. 1. Matt Todd – for village maintenance 30 hours + ORG + Sam units, 2. Annalisa Dovey – Clerking services (salary, pension, WFH, printing expenses and mobile phone repayment) , 3. HMRC – PAYE & National Insurances (monthly), 4. K&M streetlight contract (monthly), 5. Gallagher Insurance (annual). 6. Coalition insurance (annual) 7. Docking Village Hall- hire for meetings

ACTION: Clerk to refund allotment rental over payments

10. Assets & Amenities

10.1. Annual review of Asset & Long-Term investments : Council reviewed and resolved to approve the council Asset& Long-Term investments report. *Carried unananim.*

ACTION: clerk to publish Asset & Long-Term investment report on website.

10.2. Annual Confirmation of arrangements for insurance cover in respect of all insurable risks

10.2.1. Council resolved to accept Consider accepting Gallagher / Hiscox Parish insurance: £1,936.20. *Carried unananim.*

10.2.2. **Risk Management Policy:** Council reviewed and agreed the Risk Management Policy. *Carried Unanim*

10.2.3. **Risk assessment:** Council reviewed risk assessment and considered the following outstanding actions.

10.2.3.1. **Pond signage:** Council noted the significant barriers to entry and resolved not to install pond signage. *Carried unananim.*

10.2.3.2. **Tree Audits:** Council resolved to take and follow professional advice on the regularity of tree audit. *DW/DH. Carried unananim.*

10.2.3.3. Digitise pound papers, noted as outstanding and still to be done.

10.2.3.4. Receipt of donations policy: council noted the importance of financial regulations and legality around donations and resolved to consider a Receipt of Donations Policy at the next meeting. *Carried unananim.*

ACTION: Clerk to update Risk Management policy and schedule and publish on website

ACTION: Clerk to renew insurance with Gallagher / Hiscox and coalition.

ACTION: Clerk to consult with Tree surgeon for appropriate timing of regular tree surveys and arrange a rolling contract.

ACTION: Clerk to produce draft Receipt of Donations Policy for consideration at the next meeting.

10.3. **ORG Signage**

10.3.1. Council resolved to approve budget of £882 from reserves to purchase an ORG double post A2 welcome sign with the design still to be approved. *Carried unananim.*

10.3.2. Council considered resident objections to pedestrian sign at the ORG and resolved to cancel the project. *Carried Unanim*

ACTION: Clerk to cancel pedestrian signage project with all relevant parties

ACTION: Clerk to proceed with arranging welcome sign for ORG

10.4. **Tett Turrets:** Council considered resident comments on the proposed Tett Turret boundaries and noted legal advice and resolved to continue with the transfer of land with the proposed boundaries. *Carried unananim.*

10.5. **Trees:** Council noted that work is proceeding on Oak and Walnut Trees as agreed and resolved no further action required. *Carried by consensus.*

10.6. **Village Sign:** Council received village sign proposal and noted parishoner and public comments on the design

10.6.1. Council resolved to consider the village green project as two stages: Stage 1: to fix the village sign, Stage 2: to consider improvements to the green space in the form of benches and planting whilst being mindful of DEFRA legalities on Village greens. *Carried unananim.*

10.6.2. Council resolved to proceed with a fixing the sign post and a 3-stepped design base using local flint stones with the bottom layer being a planter.

10.6.3. Council expressed thank for the donation of materials. Stepped design, as currently exits

10.6.4. Council resolved to include a time capsule in the base, noting one day a future council would be having the same discussion again. *Carried unanim.*

ACTION: clerk to revert to suppliers with new design and request and updated quote for consideration in July.

ACTION: clerk to investigate a time capsule and liaise with DH on implementation plan for council approval.

11. Annual Governance

11.1. **Policies & Procedures:** Council received a policy summary change document and reviewed the full suite of council policies

11.1.1. Council resolved to approve all changes and adopt the following policies. *Carried unanim.*

11.1.1.1. Standing Orders 2026 (updated)

11.1.1.2. Financial Regulations 2026 (updated)

11.1.1.3. Code of Conduct 2026 (No Change)

11.1.1.4. Delegated Powers policy 2026 (no change)

11.1.1.5. Delegated Powers schedule (updated)

11.1.1.6. Complaints procedure (No Change)

11.1.1.7. Allotments Policy (No Change)

11.1.1.8. Anti Bullying & Harassment Policy (No Change)

11.1.1.9. Communications Policy (No Change)

11.1.1.10. Data Privacy Policy (No Change)

11.1.1.11. Equality & Diversity Policy (No Change)

11.1.1.12. Grant Policy & Procedure (No Change)

11.1.1.13. Grievance Procedure (No Change)

11.1.1.14. Homeworking Policy (No Change)

11.1.1.15. IT Usage & Security Policy (No Change)

11.1.1.16. Operation Menai Bridge (No Change)

11.1.1.17. Pension Policy (Updated)

11.1.1.18. Record Management Policy (No Change)

11.1.1.19. Training & Development Policy (No Change)

11.1.1.20. Biodiversity Policy (No Change)

ACTION: Clerk to update all policies on website

11.2. Review of Group Memberships

11.2.1. Council reviewed the Group Membership policy and resolved to adopt it with no changes. *Carried unanim*

11.2.2. Council reviewed the Group members ship and resolved to approve the following memberships. *All Carried unanim.*

11.2.2.1. Biodiversity Group – Mle to be Biodiversity champion. *Carried unanim.*

11.2.2.2. Planning Advisory Group: KK, SH. *Carried unanim.*

11.2.2.3. Personnel Advisory Group: Mle (Line Manager) DW, AA. *Carried unanim.*

11.2.2.4. Finance Advisory Group: DW, ND, AA. *Carried unanim.*

11.2.2.5. Internal Controls Advisory Group: DH, JF. *Carried unanim.*

ACTION: Clerk to update membership register to: Biodiversity Group – Mle to be Biodiversity champion | Planning Advisory Group: KK, SH. | Personnel Advisory Group: Mle (Line Manager) DW, AA. / Finance Advisory Group: DW, ND, AA. | Internal Controls Advisory Group: DH, JF. *Carried unanim.*

11.2.3. Council resolved to appoint no new committees. *Carried unanim.*

11.2.4. Council reviewed and approved the following arrangements with other bodies for 2026_2027.

11.2.4.1. KLWNBC: Dog Waste Collection. *Carried unanim.*

11.2.4.2. NPLaw: representing Tett Turrets. *Carried unanim.*

11.2.5. Council reviewed and approved the following representation of external group and arrangements for reporting back.

11.2.5.1. Jack's Lane – JF – to report back at next available meeting. *Carried unanim.*

11.3. Subscriptions: Council reviewed and resolved to approve the following subscriptions for 2026 – 2027

11.3.1. ICO. *Carried unanim. Chair signs.*

11.3.2. NALC. *Carried unanim. Chair signs*

11.3.3. SLCC. *Carried unanim. Chair signs*

11.3.4. Microsoft. *Carried unanim. Chair signs*

ACTION: Clerk to maintain the following subscriptions: NALC, SLCC, Microsoft.

11.4. Review of Contracts / Contractors. Council reviewed and resolved to approve the following contracts for 2026 – 2027

11.4.1. Village Maintenance and Mowing : Matt Todd. *Carried unanim, chair signs.*

11.4.2. N Power Electricity – streetlights. *Carried unanim, chair signs.*

11.4.3. NCC: Verge mowing. *Carried unanim, chair signs.*

- 11.4.4. Payroll services: NALC. *Carried unanim, chair signs.*
- 11.4.5. Website & Email Management NALC. *Carried unanim, chair signs.*
- 11.4.6. Streetlight Maintenance: monthly K&M Lighting. *Carried unanim, chair signs.*
- 11.4.7. SAM Management & Maintenance – Matt Todd. *Carried unanim, chair signs.*

ACTION: Clerk to confirm contracts as specified Village Maintenance and Mowing : Matt Todd. / N Power Electricity – streetlights. / .NCC: Verge mowing | Payroll services: NALC | Website & Email Management NALC. / Streetlight Maintenance: monthly K&M Lighting. / SAM Management & Maintenance – Matt Todd.

- 11.5. **Meeting schedule:** Council resolved to approve meeting dates as being the first Monday of the month EXCEPT where it falls on the 1st or a Bank Holiday, where it will move to the second week and recess in August. *Carried unanim.*

ACTION: clerk to publish new meeting schedule and share with Village Hall. : Monday 8th June 2026 | Monday 6th July 2026 | Monday 7th September 2026 | Monday 5th October 2026 | Monday 2nd November 2026 | Monday 7th December 2026 | Monday 4th January 2027 | Monday 8th February 2027 | Monday 8th March 2027 | Monday 5th April 2027 | Monday 10th May 2027 AGM.

12. Annual Governance and Accountability Return (AGAR)

- 12.1. Council received the Independent Internal Auditors report and noted that there were no actions to take.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority, authorities must provide evidence that they have been considered.

- 12.2. AGAR Form Section 1: Annual Governance statements were considered by council and the resolved to agree the following answers. *Carried unanim. Chair signs.*

12.2.1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Yes.

12.2.2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Yes.

- 12.2.3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Yes
- 12.2.4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Yes.
- 12.2.5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Yes
- 12.2.6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Yes
- 12.2.7. We took appropriate action on all matters raised in reports from internal and external audit. Yes.
- 12.2.8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. Yes.
- 12.2.9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/trust(s) including financial reporting and, if required, independent examination or audit. N/A
- 12.2.10. We have put in place appropriate arrangements and controls for managing the authority's information, data, IT systems and cyber security, including measures to ensure the security, integrity, availability and continuity of electronic records and financial information. Yes.

12.3. AGAR Form Section 2: Accounting Statements were considered by council and resolved to be approved. *Carried unananim. Chair signs.*

	£	£	
1. Balances brought forward	48,032	57,808	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to the 1 of previous year.
2. (+) Precept or Rates and Levies	39,530	26,034	Total amount of precept (or for ICLE rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	21,443	28,911	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	7,197	12,864	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employee's contribution, employee pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	44,000	30,663	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (-) Balances carried forward	57,808	69,228	Total balances and reserves at the end of the year. must equal (1)+(2)-(3)-(4)-(5)-(6).
8. Total value of cash and short term investments	0	0	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	211,928	216,750	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWRB).
For Local Councils Only			
11. Do the figures in the accounting statements above include any trust transactions?	Yes	No	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

12.4. AGAR Council received and reviewed the Explanation of Variances and resolved to approve it. *Carried Unanim,*

ACTION: Clerk to submit AGAR forms to PKF Little John and publish relevant paperwork on the website according to regulations.

13. Events.

Agendas 2024 November Parish Clerk

- 13.1. **Love Parks.** Council considered the risk of inclement weather and resolve dnot to hold a picnic this year but to review next year and to promote the use of the ORG as a picnic location for residents. *Carried unanim,*
- 13.2. **Heritage Week:** Council received the details of the Heritage Groups events for Heritage week and resolved not to take part in Heritage week with a council event but to proactively support and promote the Heritage Group. *Carried unanim*
- 13.3. **Halloween Litter Pick:** Council heard that the litter kits and collection of rubbish have bene booked and the event posted on Facebook.

14. Correspondences received

- 14.1. Parishoner: view on speeding - noted.
- 14.2. Anglia Water: Correspondence on Water capacity and issues - noted.

15. Planning matters

- 15.1. **Neighbourhood Plan:** Council resolved to approve an extended budget (£250) out of reserves to ask CCP to ask CCP to produce a statement of Change to Basic Conditions to comply with the new regulations on the Basic Conditions. *Carried unanim.*
 - 15.1.1. Council resolved to grant delegated authority to the Clerk to submit the statements of change to the Basic Conditions as provided by CCP. *Carried unanim.*

ACTION: Clerk to submit CCP's Basic Conditions statement of change when received and to arrange payment

15.2. Planning Applications received for consideration

- 15.2.1. 26/00629/F | Details: Erection of agricultural building and hardstanding at Land S of Barn Road E578086 N336526 Off Stanhoe Road no objection. *Carried unanim.*

ACTION: Clerk to respond to planning applications.

- 15.3. Delegated Decisions on Planning Applications: council heard and agreed the following.
 - 15.3.1. 26/00637/F | HOUSEHOLDER: Installation of Two Air Source Heat Pumps at 1 Grove Farm Barns High Street No objection
 - 15.3.2. 26/00630/F: Erection of agricultural building and hardstanding at Land South of Fakenham. no objection
 - 15.3.3. 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 Docking - Object: materials not in keeping (DD)

15.4. To Note planning decisions

- 15.4.1. 26/00314/LDP: Lawful Development Certificate for proposed fitting a new french door in an existing bedroom 23 Sandringham Avenue Docking | Would be Lawful

Minutes prepared by Clerk / RFO Annalisa Dovey Signed _____ date _____

Minutes signed by Chair as an accurate record _____ date _____

15.4.2. 26/00300/F: Removal of Existing Conservatory. Erect new Two Storey Rear Extension. Internal Alterations. Beach Retreat, Station Road | Application Permitted

15.4.3. 26/00146/F:: Roof replacement to create first floor extension, front porch extension and rear extension: Orchard Bungalow, Fakenham Road | Application Permitted

15.4.4. 26/00264/LDP: Lawful Development Certificate for the proposed construction of an outbuilding. | Dunroming, Bircham Road | Would be Lawful

15.5. Planning update Training: Cllrs SH, KK and DH indicated possible attendance. DH on Monday 22nd June – 3.30pm – 5.00pm and KK and SH to confirm by email.

ACTION book planning training for DH, KK, SH

15.6. Planning petition: Council resolved to support the MAID planning petition and for the clerk to publish this in newsletter and on Facebook. *Carried unananim,*

ACTION: Clerk to publicise MAID petition.

16. Meeting dates: Next meeting: Monday 8th June

17. 6.30 pm Tea & Biscuits 7pm start: Ripper Village Hall.

18. Private session : none required.

18. Meeting closed at 20:40