

Minutes prepared by clerk Annalisa Dovey _____ date: _____

Minutes signed by chair _____ as a true & accurate record as agreed by council (date): _____

DOCKING PARISH COUNCIL MEETING MINUTES

Location: Docking Village Hall: Ripper Hall

Date: Monday 8th June 2026

Time: 6.30 pm: Coffee and biscuits 7.00pm: Meeting opens

Present: Chair, Cllr Sandra Howard (SH), Cllr Kate Kilby (KK), Cllr Clive Hill (CH), Cllr Mark Latter (MLa) Cllr Kevin Crompton (KC). **Minutes,** Clerk/RFO Annalisa Dovey. **Members of Public:** 2

1. **Chair:** Council resolved that SH would chair the meeting. Carried unanim.
2. **Present and apologies:** Council resolved to accept apologies from Cllr D Wroth, Cllr N Durrant, Cllr A Archdale, Cllr M Lewis, and Cllr D Harrison. *All carried unanim.*
3. **Public Session:** Council resolved to close meeting to allow public comments. *Carried unanim.*

- 3.1. Speedwatch reported a Police & Speedwatch joint national speed campaign 'Operation Life Saver' 1st – 14th July, whilst 15th July is National Speedwatch Day.

ACTION: Clerk to promote the Speedwatch day and police & Speedwatch National speed campaign 'Operation Life Saver' on all channels.

ACTION: aim to have all SAMS up and operational for 1st July – to allow an 'opening', potentially contact EDP and also promote through all channels.

- 3.2. KK reported that the Ripper Hall SAM unit is broken.

ACTION: clerk to arrange to have Ripper Hall SAM unit fixed.

- 3.3. Council agreed to open the meeting and resume the council meeting. Carried unanim.

4. **To receive declaration of interests on agenda items.** none

5. Past Minutes

- 5.1. Council approved past minutes May Docking **Village** Annual meeting. *Carried unanim.*
 - 5.2. Council approved past minutes Docking Parish **Council** Annual Meeting May 2026. *Carried unanim and Chair signs.*

6. Policy Approvals

- 6.1. **Donations & Memorials:** Council resolved to defer discussion and agreement on the Donations & Memorials Policy to the July Parish Council Meeting. *Carried Unanim.*

ACTION: Clerk to place Donations & Memorial policy on the July Agenda

- 6.2. **Safeguarding Policy:** Council resolved to adopt Safeguarding policy. Carried Unanim.

- 6.2.1. Council agreed to approve Mle as Safeguarding lead if she would like, and to revert to council if not. *Carried unanim.*

ACTION: Clerk to publish Safeguarding policy under Docking and asl Mle to be safeguarding Lead and to bring back to council if not.

7. Reports and updates

- 7.1. **Borough Councillor** update: None.
 - 7.2. **County Councillor** update: Council received County report and considered it.

ACTION: clerk to publish report on PC website under meeting documents

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7.3. Clerk update

7.3.1. Holiday Arrangements: Council noted 60+ hours holiday remaining and agreed that clerk should take a large chunk of holiday hours in July and August, turning off emails with a polite note, to ensure work does not stack up and require overtime to complete. *Carried unanim.*

7.3.2. Laptop: Council agreed laptop to be returned and refunded and clerk to purchase new (not refurbished) to take advantage of extended warranties 3-5 years, and to do this whilst taking holiday hours to avoid work disruption. *Carried unanim.*

7.3.3. KK reported her absence for July's meeting.

7.3.4. Agar: clerk confirmed AGAR has been submitted

7.3.5. Clay pits / Angling Club:

7.3.5.1. The Angling Club gate code has changed, and clerk has the new one should residents request it.

7.3.5.2. Angling Club is planning a Family Day and will share details with the clerk to promote when they are available.

7.4. NALC AGM Report (DH / KK / ND): Council received the circulated reports from the NALC AGM.

7.4.1. Council agreed to write to NALC about CIL funding limits.

7.4.2. Council agreed to write to NALC about the local Housing Policy and Freebridge,

7.4.3. Council agreed to run a long-term plan consultation to involve residents in October.

ACTION: Clerk to write to NALC about CIL funding limits, and the Local Housing Policy & Freebridge,

ACTION: Clerk to make arrangements for the Long-Term plan's consultation.

8. Finance

8.1. Council received EoMay 2026 Finance report.

8.1.1. Council received the cashbook and noted current balances.

Ordinary Accounts

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

8.1.2. Council received and confirmed May 2026 Expenditure

BACS260518A D	18/05/26	1470	May 2026 AGM	£3.50	£0.00	£3.50	Admin	Witleys (Annalisa Expense)	Printing VAT return
BACS260518D BC	18/05/26	1460	May 2026 AGM	£1,063.68	£0.00	£1,063.68	Chari	Docking Bowls Club	
BACS260518D PFA	18/05/26	1469	May 2026 AGM	£8.00	£0.00	£8.00	Admin	Docking Playing Field Associa	Pavillion Hire for ECM
BACS260518K M	18/05/26	1459	May 2026 AGM	£33.43	£5.57	£27.86	A&A	K & M Lighting Ltd	STREET LIGHT MONTHLY CONTRACT
BACS260518 MT	18/05/26	1468	May 2026 AGM	£720.00	£0.00	£720.00		Matthew Todd	village & ORG & SAM maint.
BACS260518N ALC	18/05/26	1467	May 2026 AGM	£279.85	£0.00	£279.85	HR	Norfolk Association Of Local	Subs
BACS260518T URAS	18/05/26	1466	May 2026 AGM	£240.00	£0.00	£240.00	Finan	TURAS	Independent Internal Audit
BACS260529A JG	29/05/26	1473		£1,936.20	£0.00	£1,936.20	Insur	AJG Gallagher	Parish insurance 26_27
DD260522NP	22/05/26	1472		£102.76	£4.89	£97.87	A&A	N Power	Streetlight electricity 1 Apr 2026
DD260531UTB	31/05/26	1474		£7.00	£0.00	£7.00	Finan	Unity Bank	service charge
				£4,394.42					
				£1,184.77	Confidential				
Total				£5,579.19	£10.46	£5,568.73			

8.1.3. Council received and confirmed May 2026 receipts: 1 refund of an allotment rent over payment.

8.1.4. Council received and confirmed May 202 Transfers noting this is to segregate funds intended for Docking Allotment for Recreation & Exercise whilst their account is being set up.

Bank Account Transfers

Start of year 01/04/26

Date	Amount	Debit	Credit	Cheque Ref.	Reason
18/05/26	£5,174.73	Savings Account	CIL		transferring charity fund to charity account

8.1.5. Council received and confirmed the reconciliations of the CIL / Charity account, current account, and savings account, noting all reconciled, and the chair signed them. *Carried unanim.*

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8.1.6. Council received and resolved to approve the upcoming expenditure list & the confidential list and the chair signed them. *Carried unanimously.*

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

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	f
1440		£971.58	£971.58 250/2	01/04/26	SD2905-1	SLCC Enterprises - 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	
1461		£500.00	£500.00 14/2	04/05/26		Docking Senior Citizens And Children's Xmas Fund -	
1471		£300.00	£300.00 500	08/05/26	0897	Collective Community Planning Ltd - statement of change basic conditions	
1475		£33.43	£33.43 230/1	02/06/26	10016	K & M Lighting Ltd - Street Lighting Maintenance charges from 13th of May 2026 to the 12th of June 2026	
1479		£260.59	£260.59 140/3	02/06/26	3135	Norfolk Association Of Local Councils - Website hosting and management services	
1480		£720.00	£720.00	02/06/26	april 2026	Matthew Todd - green & village maint april 2026	
1		£80.00 152/6/1				ORG	
2		£40.00 151/4				SAM maint x 2	
3		£600.00 152/1				village & green maint 30 hours	
1481		£5.50	£5.50 175	02/06/26		Witleys (Annalisa Expense) - AGAR printing	
Sub Total		£2,854.10	£2,854.10				
		£1,041.85	£1,041.85			Confidential	
Total		£3,895.95	£3,895.95				

ACTION: Clerk to make payments as directed.

9. Assets & Amenities

9.1. **Asset Inspection:** Council received verbal update following ND / JF inspection of Assets in April 2026.

9.1.1. KC agreed to look at the pound wall and repair or advise on repair. MLA agreed to share details of potential stonemason. *Carried unanimously.*

ACTION: KC & clerk to arrange repair of Pound wall

9.2. Ponds

9.2.1. **Norfolk Ponds Project CIC** Council resolved to take part in the **Norfolk Ponds Project CIC**, and it was further agreed that KK would be one Pond ambassador with the other space offered to Mle on first refusal (in her absence) and otherwise to revert to council. *Carried unanimously.*

ACTION: clerk to pass contact details of pond ambassadors to Norfolk Ponds CIC.

9.2.2. **DEFRA Pond funding:** Council received correspondence on funding projects available for pond restoration from DEFRA and it was agreed that the Ponds Ambassadors would take away to consider and revert in July meeting to council with recommendations.

ACTION: Clerk to place ponds funding on July agenda for report / update from Pond ambassadors,

9.3. Tett Turrets:

9.3.1. Council noted the new fenced border at Tett Turrets

9.3.2. Council confirmed path and sign installation at Tett Turrets [To update: New border fence](#)

9.3.3. Council resolved to proceed with eth transfer on the basis that the structural survey be arranged by Hill and any needs identified to be addressed and paid for by Hill. KK / MLAs: *Carried unanimously,*

9.4. Xmas reindeer: Council agreed to defer this decision to July to follow donations & memorial policy,

ACTION: clerk to place XMAS reindeer on the July agenda

9.5. Time Capsule: Council agreed to defer this till July Meeting to allow DH to speak.

ACTION: clerk to place Time Capsule on July agenda,

10. HR

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10.1. Clerk annual appraisal: in the absence of the personnel advisory group, council agreed to defer considering clerks appraisal to the July meeting.

ACTION: clerk to place Clerk appraisal on July agenda.

11. Events:

11.1. Police commissioner meeting: council noted the meeting is cancelled indefinitely following resignation of Police Commissioner,

11.2. Heritage Day –Saturday 12th September 10.30am 'Churchyard Walk and Talk' at St Marys' Church Docking; meet in the church porch. FYI There will be a 'Sponsored Silence' taking place inside the church for the whole day and Sunday 13th September at 2pm 'Docking Workhouse' a talk by Paul Hewitt. Entry DHG members free, £3 for guests.

12. Other Correspondences received: None

13. Planning matters

13.1. Planning Applications received for consideration

13.1.1. 26/00812/F | HOUSEHOLDER - Proposed single storey rear extension and alterations at Forget Me Not Station Road Docking King's Lynn Norfolk PE31 8LT. Council resolved to support planning application 26/00812/F as it was not a visible alteration and thus did not affect the aesthetic and character of the village.

13.2. Council noted Borough planning decisions:

13.2.1. 26/00050/TREECA | Walnut Tree in front garden - Crown reduction works to the walnut tree, with final pruning cuts to be made at a point on each stem slightly above the previous pruning points | | No objection

13.2.2. 26/00333/LDE | LAWFUL DEVELOPMENT CERTIFICATE- Existing static caravan used for residential accommodation | Not Lawful

13.3. Council noted the Local Plan developments and stressed the importance of engaging with the process.

13.4. Neighbourhood Plan: Council resolved to approve the Basic Conditions Statement of Changes provided by CCP. Carried unananim.

13.5. Enforcement: Limagrain update. Council received update on Limagrain planning enforcement request, confirming that there has been a breach and that the works to the road must be done.

14. Items to be added to the following months agenda – (NOT FOR DISCUSSION DURING THIS AGENDA ITEM)

14.1. Proposal for Ripper Hall SAM to have Bluetooth data added. (KK)

14.2. Policy on donations & Memorials

14.3. Reindeer memorial donation

14.4. Accept KK apologies.

15. Meeting dates: Next meeting confirmed Monday 6th July 2026 6.30 pm Tea & Biscuits 7pm start: Ripper Village Hall.

16. Meeting closed: 20:21.

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