

DOCKING PARISH COUNCIL

PARISH COUNCIL MEETING MINUTES

Location: **Docking Ripper Hall**

Date: **Monday 6th July 2026**

Time: **6.30pm | Coffee and biscuits, 7.00pm | Meeting opens**

Present: Cllr Angela Archdale (AA), Cllr Sandra Howard (SH), Cllr Clive Hill (CH), Cllr David Harrison (DH), Cllr Josie Flower (JF), **Chair** Cllr Nicola Durrant (Chair / ND).

1. Meeting opens: at 7pm a. Council resolves Vice Chair Nicola Durrant will chair the meeting in the absence of Chair David Wroth. <i>Carried unananim</i> i. Minutes will refer to Cllr Nicola Durrant as “Chair” for this meeting.. b. Chair and council pays tribute to Michael Chenery, former County Councillor.
2. Present and apologies: Council resolved to accept apologies from Cllrs Mark Latter, Kevin Crompton, Kate Kilby, Melanie Lewis, Cllr David Wroth. <i>Carried Unanim</i>
3. Declarations of Interest and requests for dispensations a. SH declared an interest in item 11 (Xmas reindeer) and will withdraw. b. CH declared an interest in item 12a (Norfolk Heights correspondence), as a director of that committee. i. Council noted CH need not withdraw from item 12a, as no decision can be taken
4. Public session: Council resolved to suspend the meeting to hear from members of the public. <i>Carried unananim.</i> a. Speedwatch reported that Two members of Speedwatch head office attended to join Speedwatch during Operation Life Saver. i. Council heard Docking Speedwatch is the longest-running Speedwatch group in Norfolk.
5. Governance & Administration a. Minutes of Previous Meetings: Council resolved that the minutes from the June 2026 Docking parish Council meeting are accurate. <i>Carried Unanim and chair signs</i> b. Donations & Memorials Policy: Council resolved to adopt the Donations & Memorials Policy, including Option B (a controlled memorial scheme, with criteria on style, size and font, for plaques on trees and benches; locations to be confirmed by council). <i>Carried unananim.</i> ACTION: Clerk to update the policy, add a section to the website with an application form, and bring back design options
6. Reports a. County Councillor Report i. Local Government Reorganisation: Council noted County Council has applied for a judicial review on Local Government Reorganisation (LGR), as have South Norfolk, Suffolk and Essex. 1. Council requested information from County Council on future service delivery under LGR, including precept and waste collection to enable planning and risk mitigation for all outcomes b. Borough Councillor Report: apologies received; no report given. Councillor reports & updates

- c. Asset management:** Council received asset inspection report from ND and agreed the following actions:
- i. **Pound Garden bench Plaque:** Council resolved to remove the reference to a plaque on the Pound Garden bench from the asset list, recorded in error. *Carried unanim.*
 - ii. **Flag Pole:** Council agreed ND and DH would inspect the flag pole and arrange cleaning or treatment if required. *Carried unanim*
 - iii. **Oak Tree bench:** Council resolved to obtain quotes for a 3-seater, armless, composite bench to replace the Oak tree bench (Station Road), to report to the September meeting. *Carried unanim.*
 - iv. **Brancaster Gates:** Council noted error on asset list and resolved to remove Brancaster Gates from asset list. *Carried unanim.*
 - v. **Allotment Gates:** Council agreed to consult allotment holders on whether the front gate should also be fitted with an electronic lock. *Carried unanim*
 - vi. **Stocks:** Council agreed the stocks require treatment/oiling; Clerk to obtain contractor comparisons.
 - vii. **Bench plaques:** Council noted and accepted ND's offer to clean and polish the benches and plaques, with thanks.

ACTION: Clerk to obtain contractor comparisons for stock treatments

ACTION: Clerk to obtain quotes for Oak Tree Bench replacement

ACTION: clerk to remove Pound Garden bench plaque and Brancaster Gates from Asset register

ACTION; Clerk to consult allotment holders on allotment gate locks

ACTION: ND & DH to inspect flag pole.

- d. Freebridge development:** Update on response to concerns raised about Freebridge conduct over planning applications and management of Freebridge properties.
- i. Council received the County Councillor response.
 - ii. Council received the Freebridge response.
 - iii. Council received the Regulator for Social Housing response.
 - iv. Council resolved to accept the meeting request and form a Freebridge Development Advisory Group comprising the whole council, to meet after hours and report back to council for decision. *Carried unanim.*

ACTION: Clerk to draft terms of reference for the Freebridge Development Advisory Group and contact Freebridge to arrange an after-hours meeting.

ACTION: Clerk to request reports from parishioners on this occasion only.

ACTION: Clerk to contact Sedgeford Parish Council regarding Freebridge social housing.

e. Clerk's Report

- i. Council resolved to change the TRO process to a permanent link on the website and Facebook. *Carried unanim.*
- ii. Council resolved to order the poppy wreath with ND to collect
- iii. Council resolved that the Clerk take a substantial amount of holiday during July and August, turning off emails until later in August. *Carried unanim.*

ACTION: ND to collect poppy wreath – Clerk to share details

ACTION: clerk to update TRO process to a permanent link on the website and a pinned post on facebook and notify parishioners via the newsletter

7. Finance

- a. End of Month Finance report: Eo Jun 2026** (published on website for public viewing)
- i. **Cashbook** received.
 - ii. Balances reported:

General : Unity Bank	£9,472.85
Savings Account	£52,146.74

- iii. Council received, approved and signed the reconciliation of accounts. *Carried unanim, chair signs.*
- iv. iv. Council confirmed made in June 2026. *Carried unanim, chair signs*
- v. v. Council confirmed payments made under Delegated Authority. *Carried unanim, chair signs.*
- vi. vi. Council confirmed receipts in June 2026. *Carried unanim, chair signs*
- vii. vii. Council confirmed transfers in June 2026. *Carried unanim, chair signs.*
- viii. viii. Council approved upcoming payments. *Carried unanim, chair signs.*
- ix. ix. Council resolved to delegate authority to the Clerk to pay invoices received in August with an existing budget line or prior council approval. *Carried unanim.*

ACTION: clerk to make payments in July & August

b. End of Quarter 1 Report Council received the Q1 finance report (published on website for public).

c. CIL Funding query on £10,000 minimum level excluding Docking projects.

- i. Council noted responses from NALC, Borough Cllr, and MP James Wilde and confirmed te Borough planning response is awaited.
- ii. Council noted MP James Wild secured confirmation that Docking could combine projects to meet the £10,000 threshold – previously disallowed by the Borough.

d. Local Members Fund (& Small Community Fund) Withdrawal: Council received a briefing from Cllr Julie Costly on County Councils justification for the removal of the funding and queried the financial figures, noting that removing the funding is not a direct transfer of funds, but leaves Highways missing external funding where LMF is used as matched funding to access other funds.

- i. Council noted the Crisis and Resilience Fund, not appropriate for planned projects.

ACTION: Clerk to bring the full budget forward, with project plans to enable planning.

8. HR

a. Clerks Appraisal: Council resolved to defer the Clerk's Annual Appraisal and pay award to the September meeting, in the absence of the Personnel Advisory Group. *Carried unanim.*

ACTION: Clerk to place the Clerk's Annual Appraisal and pay award on the September agenda.

9. Planning

a. Delegated Planning Decisions:

- i. 26/00629/F | Erection of agricultural building and hardstanding at Land S of Barn Road, off Stanhoe Road, Docking, Norfolk | No objection. *Carried unanim.*

b. Planning Applications:

- i. **26/00988/LB** | LISTED BUILDING: Removal and replacement of existing garden wall and removal of existing oil tank with buried oil tank at 2 Hare House, Station Road, Docking | **Withdrawn.**
- ii. **26/00630/F** | Erection of agricultural building and hardstanding at Land South of Fakenham Road, Docking, Norfolk (amended details) | **Council resolved no grounds to formally object, but to note and echo resident concerns, and request a considerate construction and traffic plan.** *Carried unanim.*

- iii. **26/00853/F** | Erection of agricultural building at Land West of B1155, North of former RAF Bircham Newton, Norfolk | **No material considerations; council resolved to echo local highways safety concerns.** *Carried unanim.*
- iv. **26/00991/F** | Householder: Demolition of single storey extension, new single storey extension, timber cladding, new windows at Crossways, Ringstead Road, Docking | **No objection; considerate construction and parking plan requested.** *Carried unanim.*
- v. **26/01022/F** | Variation of condition 2 of planning consent 26/00146/F, Householder: roof replacement to create first floor extension, front porch extension and rear extension at Orchard Bungalow, Fakenham Road, Docking | **No objection.** *Carried unanim.*
- c. **Planning Application Borough Council King's Lynn & West Norfolk Decisions: noted**
 - i. **26/00637/F** | Householder: Installation of two air source heat pumps | 1 Grove Farm Barns | **Permitted.**
 - ii. **26/00632/F** | Householder: Replacement roof coverings to existing single storey side projection, change of material and roof height increased by 150mm to accommodate new insulation | Hollywell Cottage, Mission Lane | **Permitted.**
 - iii. **26/00068/TREECA** | Trees in a Conservation Area: T1 Oak tree – crown clean, crown raise to statutory minimum, 1m reduction from utility line; 1 Walnut tree – formative prune, remove duplicated growth, mulch with suitable wood chip | **No objection.**
- d. **Planning Enforcement / Appeal updates**
 - i. Limagrain update: KLWNBC enforcement have issued a notice to do the outstanding works.

10. Events

- a. **Xmas Lights:** Council resolved a Working Group of KC, ND, DH and DW to propose a schedule for the Xmas Lights, to report back in September. *Carried unanim.*

ACTION: Place Xmas lights on the September agenda and confirm budget available with the working group

11. ASSETS: To receive updates on Asset Maintenance approved works and consider actions

- a. **Xmas reindeer:** Council resolved to reply to the donor explaining the memorial policy, and to offer the choice of donating without a memorial dedication or engaging with council's memorial options. *Carried unanim.*

ACTION: Clerk to liaise with Xmas lights reindeer donor offer.

- b. **Ponds:** Council resolved to defer to the September meeting. *Carried unanim.*
 - i. Council noted Heartwood Pond is not within council remit.
 - ii. Council noted the DEFRA Pond funding correspondence.
 - iii. Council noted parishioner correspondence on ponds and biodiversity net gain credits.
 - iv. Council noted a second pond ambassador is to be confirmed.

ACTION: clerk to place ponds on September's agenda, carrying forwards all points

- c. **Time Capsule:** Council resolved to form a working group (DH, ND, JF), to report back in September with options. *Carried unanim.*

ACTION: Clerk to ask absent councillors whether they wish to join the Time Capsule working group.

- d. **SAM units:** Council received update on SAM units, noting delivery delays with Westcotec, with all units underway.
 - i. Council resolved to fund a Bluetooth data retrofit for the Ripper Hall SAM unit from reserves (proposed DH/JF). *Carried unanim*

ACTION: Clerk to arrange retrofit of Bluetooth data on Ripper Hall SAM unit

- e. **Village Sign:** Council received an update on two quotes obtained for the village sign, noting disparities
 - i. Council resolved that SH, AA and MLe prepare a detailed specification and obtain a further quotation from contractor via clerk. *Carried unanim.*
 - ii. Council reported funding has been received.
 - iii. Council received correspondence from a parishioner and the Heritage Group with design ideas.
 - 1. Council noted work is ongoing on the base and making it safe.
 - 2. Council noted a wider village consultation will follow on the design of the sign.

ACTION: proceed with finalising quotes following design of more specific specification

12. Correspondence

- a. Council resolved to direct the Norfolk Heights enquiry re. agricultural construction and agreed to signpost to DEFRA / Environmental Health, this being outside Parish Council remit; noted anecdotally this is likely to relate to waste from an arable crop digester. *Carried unanim.*
- b. Council noted the Speedwatch praising letter, with thanks, and congratulated Speedwatch.

13. Meeting dates: Council resolved the next meeting date as Monday 7th September 2026. *Carried unanim.*

14. Private session: Meeting closed: 21:00.