

Minutes prepared by Clerk Annalisa Dovey:

Minutes signed as a true and accurate record by Chair:

DOCKING PARISH COUNCIL

PARISH COUNCIL MEETING MINUTES

Meeting held at Ripper Hall. Docking

7th September 2026: 7pm

Present: Cllr Nicola Durrant | **Chair** (ND / Chair) , Cllr Kevin Crompton (KC), Cllr Clive Hill (CH), Cllr David Harrison (DH) Cllr Angela Archdale (AA) Cllr Kate Kilby (KK), Cllr Melanie Lewis (Mle), Cllr Sandra Howard.
Members of public: 4

Minutes: Clerk/RFO: Annalisa Dovey: Email: clerk@dockingparishcouncil.gov.uk

1. Welcome by the Chair

- a. Chair opens meeting at 19:00
- b. Vice Chair Nicola Durrant chairs meeting in the Absence of Cllr David Wroth (Chair) and will be referred to as Chair throughout

2. Present and apologies:

- a. Council resolved to accept apologies from Cllrs Mark Latter, Josie Flower & David Wroth. (carried unananim).

3. Declarations of Interest and requests for dispensation: None

4. Public session

Chair to adjourn the meeting for 15 minutes to receive public comments on upcoming agenda items, to hear comments and consider for future agenda items / information.

- a. **Weeds on the High Street:** Council noted that Highways issue, must be reported direct to Norfolk County Council – Highways on their website.
- b. SAM2 opposite Ripper Hall has been hit and is not working

ACTION: Sort SAM 2 opposite Ripper Hall (discuss with Westcotec, Matt T and Insurance)

5. Governance, HR & Administration

- a. **Past Minutes:** Council resolved to approve the minutes from Docking parish Council meeting July 2026 with one amendment: That ND would clean the bench plaques, not the benches. (Carried unananim)
- b. **Public Consultation and 5-year Action Plan:** Council resolved to hold a village consultation meeting and 5 year plan working group meeting Sunday 25th October, with a suggestion box to be placed in the noticeboard at the village hall in advance, councillors to be on hand to hear parishioner views and to then have a private working group meeting to agree a draft 5 year action plan. (Carried Unanim)
- c. **Clerk Annual Appraisal**
 - i. **The clerk was recused during discussion.**
 - ii. After decision was made, the clerk returned and was informed for minutes that the Council received personnel group recommendation and report and resolved to approve the annual 1 scale point raise for the clerk backdated to 16th June 2026 (the anniversary date) and to approve another 1 SCP when the CILCA is completed.
 1. The CILCA is underway.
- d. **AGAR (Annual Governance & Accountability Return)**
 - i. Council noted the conclusion of the AGAR 25_26 and noted that all paperwork had been published on the Docking Parish Council website in accordance with conclusion of audit
 - ii. Council received Section 3 External Auditors report, noted audit was passed with two comments and resolved to agree the following actions to address them. 1) To exclude

WFH expense from Staff costs in the 26/27 AGAR and to restate it to exclude the WFH expense in the 25/26 box. 2) to make sure all the boxes are completed. Carried unanim.

ACTION: Clerk to make amendment to minutes and republish online

ACTION: clerk to notify NALC payroll of the change to pay and SCP level.

ACTIN: in 26/27 AGAR restate the 25/26 staff costs to exclude WFH

ACTION: on Advantedge exclude WFH from staff costs AGAR accounting.

6. Reports & Updates

- a. **County Councillor Report:** Council received the responses to enquires from NCC and the September County Councillor report from County Councillor Julie Costley.
- b. Council resolved to publish the County Cllr reports on the website. (carried unanim)
- c. Borough Councillor Report:
 - i. LGR withdrawn and paused to review. No final decisions yet. Unitary council elections have been replaced with borough councillor elections on the existing ward boundaries.
 - ii. QEH are petitioning to safeguard A&E, ICU & Obstetrics as these could be moved to Norwich Wisbech or Peterborough. Also, students and trainee doctors are no longer being engaged at QEH.
 - iii. Community grant has been announced.
 - iv. First phase of the local plan consultation has opened: noted it's a first phase scoping. And an opportunity to comment on sites. NB. sites have been proposed by landowners for consideration by BCKLWN.
 1. Council noted concerns over:
 - a. Renewable site proposed between Docking and Thornham.
 - b. Commercial (HMO?) Housing being proposed.
 - c. Scale of proposals with 515 houses proposed in Docking alone.
 - d. Insufficient infrastructure, schools, doctors etc d Anglia water; all of which are currently at capacity and over stretched.
 2. Council suggested the Allotment for Recreation & Exercise might be submitted to the call for sites for renewable energy.
 3. Council resolved to hold Emergency council meeting 14th September's 6.30 pm plus budget to print some maps. (carried unanim)

ACTION: clerk to set up ECM, print maps, hire venue, manage agenda etc and advertise.

- d. **Docking Allotment for Recreation & Exercise Charitable Trust Report:** Council heard that the trustees have had a meeting, awarded the Brownies a grant and are progressing with resolving the bank accounts.
- e. **Xmas Lights group**
 - i. Council heard Xmas lights Group's plans to decorate more widely in addition to last year's, there will be more lights on the on the Oak tree and the Copper beech tree.
 - ii. Council resolved to accept KK's offer of a Xmas tree (carried unanim) with the Xmas Lights Group to arrange and plant in the Field of Dreams.

ACTION KK & Xmas group to liaise and arrange Xmas tree dig up, transport & plant

ACTION: ND & Clerk to liaise regarding purchase of lights and batteries.

- iii. **Village sign:** Clerk has now received the measurement specs and will put back out to retender.

f. Councillor reports & updates

- i. **(KK) Anglia water meeting:** KK attended the public Anglia Water meeting and reported that little of use was said with content very controlled to cast a positive light and to not address real lived experience and concerns. No actions were agreed.
- g. **Freebridge Development & Freebridge concerns:** Council received the responses from Borough Council planning & Freebridge to concerns over the 21 house development and Freebridge conduct. Council noted that no action was being taken by Freebridge nor Borough Council to address concerns. Council resolved that there were no further actions available at this time for Council to take. (carried by consensus)
- h. **Clerk's Report**
 - i. Council resolved to agree to renew Cyber insurance with coalition with a maximum budget of the current quote and pending the clerk's effort to reduce the premium or seek justification for the increase. (Carried unanim)
 - ii. Council heard that the clerk has a new laptop as agreed, bought through Curry's Business, with whom council now has an account.

ACTION: clerk to query Cyber insurance premium increase and to renew at lowest price possible.

7. Finance

a. End of Month Finance report: Eo July 2026

- a. Council noted total balances at the end of July 2026 as: £56296
- b. Council resolved to accept End of July 2026 reconciliations for all accounts. (Carried unanim and Chair signs)
- c. Council noted and agreed payments made during July 2026 including under delegated authority (carried unanim and chair signs)

8. End of Month Finance report: Eo August 2026

- a. Council noted total balances at the end of August 2026 as: £44430
- b. Council receive and resolved to approve reconciliation of all accounts (carried unanim)
- c. Council received payments made during August, noting all payments were Direct debits or made under delegated authority due to their being no August meeting, and resolved to approve all (carried unanim and chair signs)
- d. Council received the upcoming payments list and resolved to approve all (carried unanim and the chair signs)
- e. Council note that PPS funding sa open with a deadline if 1st December for highways related works.
- f. Council noted the launch f a grant find for electrical improvement works.
- g. Council noted the launch of the KLWNBC Community Fund.

9. 2026-2027 Budget: Council received current budget.

- a. Council resolved to receive the draft budget in October 2026, to agree reserves in November 2026 and to finalise the budget in December 2026 to allow precept request in January 2027 (carried unanim)

ACTION: RFO Clerk to provide draft budget in October meeting, reserves report in November 2026 , Final draft budget in Deecmber 2026 an to make te precept request in January 2027.

10. Planning

a. Delegated Planning Decisions: Council noted: **26/01161/F | No observation**

b. Planning Application Borough Decisions: To note

- i. 26/00988/LB | LISTED BUILDING: Removal and replacement of existing garden wall and the removal of existing oil tank and replacement with buried oil tank | 2 Hare House, Station Road | Application Withdrawn

- ii. **26/00085/TREECA** | TREE IN A CONSERVATION AREA: Fell large Norway Spruce leaving the stump as low as possible. Forked in upper canopy | Docking Church of England Primary School And Nursery | application Permitted
- iii. **25/01391/FM** | Full Planning Application: Erection of 5 no. single storey dwellings, garages, vehicular/pedestrian access, landscaping, and associated infrastructure; together with change of use of parts of site to residential curtilages (for existing dwellings) | Land E of Bennet Mews S And W of Sandy Lane | Application Permitted
- iv. **26/00086/TREECA** | G1 Yew (*Taxus baccata*) - Location: rear boundary, Height 19m. Following on from phase 1, phase 2 is to reduce height further to 16m leaving a natural undulating crown shape. G2 Mixed species shrubs - location: rear left of tennis court in front of swimming pool control building. Heights 4m. Fell area group to facilitate replanting | The Old Rectory, Sedgeford Road | No objections
- v. **26/00812/F** | HOUSEHOLDER - Proposed single storey rear extension and alterations | Forget Me Not, Station Road | Application Permitted
- vi. **26/00630/F** | Erection of agricultural building and hardstanding | Land South of Fakenham Road, Docking. | Application Permitted
- vii. **26/00629/F** | Erection of agricultural building and hardstanding | Land S of Barn Road E578086 N336526 Off Stanhoe Road, Docking | Application Permitted
- viii. **26/00991/F** | Householder: Demolition of single storey extension. New single storey extension. Rendering of the dwelling. New Window | Crossways, Ringstead Road | Application permitted (DD)
- ix. **26/00990/F** Removal of existing oil tank replaced with busired oil tank | 2 Hare House, Station Road | Application permitted (DD)
- x. **26/01022/F** Variation of condition 2 of planning consent 26/00146/F -Rood replacement to create 1st floor extension, front porch ext & rear ext. | Orchard Bungalow, Fakenham road | Application Permitted (DD)
- c. **Planning Enforcement:** Council received an update on the Limagrain enforcement hearing that works are set to begin on the highway as agreed.
- d. **Neighbourhood Development Plan:** Council agreed the NHDP examiners report and the draft NHDP to go to referendum. (Carried unanim.)

11. Events

a. Litter Pick October 2026

- i. Council noted the date of the litter pick is Sunday 25th October 2026.
- ii. Cllr David Harrison c volunteered to collect the Litter Pick equipment from Borough Council.
- iii. Cllr Angela Archdale will be present at the Litter pick
- iv. Clerk will create, circulate and place on the October meeting agenda, a risk assessment for the Litter Pick

ACTION: Clerk to do Risk Assessment for the Litter Pick

ACTION: Clerk to confirm collection of litter pick kit at Borough Council with DH.

12. Assets:

- a. **Bus Shelter:** A delay has been encountered with getting a noticeboard delivered but it is in hand and due to shortly be completed
- b. **Tett Turrets**
 - i. Hill have installed an interpretation sign at Tett Turrets
 - ii. It is confirmed that eth PC must take responsibility for the bollard lighting and council resolved to request that it be added to the K&M maintenance contract. (Carried unanim)

c. Ponds

- i. Council resolved to apply for the DEFRA pond scheme. (carried unanim)
- ii. Cllr MLe confirmed as being the second council pond ambassador and council noted that residents might seek to join, particularly from Heartwood.
- iii. Council noted parishoner correspondence regarding Biodiversity credit possibility and resolved to approve clerk time to investigate and produce a report for consideration. (carried unanim)
- iv. Council received correspondence from a parishoner regarding works in the Stanhoe pond and insurance advice that any pond work must be by insured individual.
 1. Council resolved vote of thanks to Stanhoe Pond volunteers (Carried unanim)
 2. Council resolved to request Stanhoe road pond volunteers cease due to insurance liability but to express extraordinary thanks for their work. (carried unanim)
- v. Council resolved to investigate dredging Stanhoe Road and the Bell pond following the drought, with funding available to apply for till the end of September. Council resolved Delegated authority for the clerk to apply for funding.

- d. **Maintaining Fish during drought:** Council received and noted advice from Anglia water that pond use to save fish would be an exemption to the hosepipe ban. Council received and noted advice from Fisheries that the fish are not a legal statutory obligation to maintain as they are not a maintained fish pond.

e. ORG:

- i. Council resolved delegated authority to clerk to apply for tree funding for more fruit trees at the ORG under advice of Cllr AA.
- ii. ORG welcome sign approved pending changing the Norfolk dialect words to be in bracket, correcting Norfolk words and not calling an owl 'Ollie'.

f. Allotments

- i. Corresp: Council received correspondence notifying of another allotment theft.
- ii. Council note successful installation of digital lock and ongoing installation of CCTV awaiting delivery of a stronger post

g. Speed Awareness Messaging (SAM) Units:

- i. Council received latest SAM data and noted it is published on the website and being sent to highways and the police safety team.

- h. **Corresp. Council received correspondence thanking council for the updated ORG space and requesting a Dog Bin.** Council noted that there is no place to put a dog bin that complies with KLWNBC dog bin collection regulations and resolved instead to install sign at The ORG directing to the nearest dog bin. And to put a post on Facebook and the newsletter requesting that people take the litter home and /or to the nearest bin. (carried unanim) Council further resolved to use reserves for the dog bin sign (carried unanim)

ACTION: clerk to request K&M to take on bollard lighting as part of the annual streetlighting maintenance contract.

ACTION: clerk to investigate how a biodiversity credit scheme might work for the ponds.

ACTION: clerk to contact Stanhoe Pond volunteers to express thanks and to advice of the sad change in insurance liability meaning work must stop.

ACTION: pond group and clerk to put together ponds project and costings and apply for funding via Cllr Sam Sandell

ACTION: AA to create fruit tree funding application form and clerk to submit.

ACTION: clerk to create a sign for ORG directing to the nearest dog bin.

ACTION: Clerk to include a take your litter home notice in the newsletter and on Facebook.

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13. Correspondence

- a. Council received an introduction letter from the NCC Deputy Leader.
- b. Council noted correspondence from parishioner concerning inadequate signage at the high risk accident site with supporting evidence provided by Cllr ND and Speedwatch. Council resolved to return to highways with further evidence and request action – white lines refreshed, and better signage. (carried unanim)
- c. Council resolved to support the Snettisham quarry planning support request.

ACTION: clerk to reply 'yes' to Snettisham Quarry request for support.

ACTION: clerk to send photos to Highway and cc. NCC Cllr JC.

14. Meeting dates

To confirm next meeting date: resolved 14th Monday ECM & Monday 5th October 2026 (carried unanim)

15. Private session: None.

16. Meeting closed: 21:00