

DOCKING PARISH COUNCIL 18th June 2020

Clerk: Mrs Michelle Wroth

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1. Welcome by the chair – Cllr Pillinger Vice Chair welcomed everyone to the meeting. On 12th June 2020 Cllr Todd resigned from Docking Parish Council, as Cllr Todd was Chair.

Electing New Chair: All Cllrs were asked whether they would like to stand for the position of Chair. Cllr Pillinger declared that he wished to be considered for Chair of the Parish Council. Cllr Wroth proposed, Cllr Cooke seconded and all agreed. Cllr Pillinger was elected to be Chair for the coming year

Electing New Vice-Chair: All Cllrs were asked whether they would like to stand for the position of Chair. Cllr Able declared that he wished to be considered for Chair of the Parish Council. Cllr Meek proposed, Cllr Cooke seconded and all agreed. Cllr Able was elected to be Vice-Chair for the coming year

2. Public Session: Jamie from Fleur attended the public session to discuss the schedule proposed for the cost of adopting the Tett Turrets. Cllrs agreed with the schedule in principle however will research the costs during the following 4 weeks and then discuss and make a final decision at the July Meeting. Jamie confirmed that the Parish Council would not officially takeover ownership for approx. 18-24 months and its currently the budget which just needs to be agreed.

Jamie also updated the Cllrs on the development, currently there are still highways agreements which need to be agreed. After these agreements are in place then a consultation period of 8-12 weeks will take place regarding the road closure and the highways work will take 3 months to complete. Jamie left the meeting after the public session.

3. Present: Cllr Pillinger, Cllr Able, Cllr McKenna, Cllr Playford, Cllr Gillett, Cllr Meek, Cllr Crompton, Cllr Cooke, Cllr Wroth

Apologies: Cllr Edge

Public: Jamie Bird (Fleur)

4. To receive declaration of interests on agenda items - NONE
5. Confirmation of the minutes, Annual Parish Meeting May 2020 and General Meeting 21st May 2020 – All in agreement both sets of minutes carried
6. Matters arising from last meeting

6.1 Open Spaces – The Cllrs discussed the proposition from Fleur to adopt the open space on the pound lane development site, the Cllrs were unanimous in the decision to not adopt as felt that this should be managed by a Management Team with costs covered by the home owners on the development. The Cllrs have agreed to adopt Tett Turrets, cover the lighting on the footpath to Well Street. Action – Clerk to write to Fleur to update on decision

6.2 Village appearance – A discussion took place regarding the appearance of the village and how by adding flowers to parts would be a good idea. Also, with pathways not being cleared weeds are growing which also does not look nice. The discussion then lead to how the Parish Council could possible look to either add to their agreement with CGM to maintain more areas within the village or whether they could look to advertising for a contractor to become a Maintenance Person that could tend to areas area the village and complete other jobs such as painting the notice board, BT Kiosk and the maintenance of the Tett Turrets in time. This will be a discussion to continue once further information has been received. Actions – Cllr Playford and Cllr McKenna to review and list areas of the village to be added to for contractual upkeep, Cllr Meek and Clerk to review the current CGM contract to see whether they should be approached for additional work

6.3 Gateways – All Cllrs were in agreement that 5 village gateways should be installed for the Village, they would be installed on the following roads Brancaster, Stanhoe, Fakenham, Sedgeford and Bircham. The Partnership Bid will cover 50% of 4 roads and the Cllrs agreed that they could use the CIL money to fund their part or reserves brought forward from 19/20. Action – Clerk to email Sally at Highways and ask for the roads to be assessed for the suitable placements of the signs

7. Correspondences received and decision required

7.1 – Tett Turrets; as mentioned in the public session details the schedule has been agreed in principle and a final decision will be made in the July meeting. Action – Cllr Crompton and Cllr Cooke to review the schedule of costs and report back to Council in July.

7.2 – Docking Football Club – A letter was received on behalf of Docking Football Club asking whether the Parish Council would help fund the shortfall in fees in which they require to pay the architect and planning costs for the new pavilion. Cllr Able asked whether the costs could be covered by the Recreational Account and it was agreed by all that the village will benefit from the new pavilion and that the charity account could be used. Vote taken and carried. Action – Clerk to send cheque and letter to the Football Club stating that they support them and, in the future, if the Parish Council can help with applying for grants then please let them know

7.3 – BT Kiosk High Street – Cllrs had read the agreement prior to the meeting and in favour of signing the agreement and purchasing the Kiosk for £1. Discuss regarding how the kiosk could be used was held, Cllr Playford suggested that a notice in the Parish News could ask members of the public to provide ideas, Cllr Able suggested it could possible be an information centre and detail places of interest around the village. Action – Chair to sign agreement and Clerk to add to the September agenda for further discussions

8. Finance

8.1 To approve accounts for payment – all in favour and carried

| Name | Business | Gross |
|----------------------------|--------------------------------------|--------|
| K and M (DD) | Street Lights – 13.06.20 to 12.07.20 | 26.17 |
| Eon (DD) | Elec – May Charges | 57.74 |
| CGM (DD) | Grounds Maintenance for Month | 97.68 |
| Clerk (Chq 101876) | Salary | 408.22 |
| Clerk (Chq 101876) | Expenses (WFH Allowance and Stamps) | 48.99 |
| HMRC (Chq 101877) | Tax | 93.40 |
| Jennifer Shah (Chq 101878) | Internal Audit 19/20 | 80.00 |
| came&company (Chq 101880) | Annual Insurance Policy | 656.52 |

8.2 – Bank Reconciliation as at 7th June 2020 – all agreed Action – Clerk to contact Rev Cook to see whether any of the COVID-19 grant has been used and needs reimbursing. If Rev Cook does not have a use for the grant Cllrs to discuss how the grant could be used.

8.3 – 19/20 Accounts – The Clerk had issued prior to the meeting details of the 19/20 accounts, the financials were explained to all. All in agreements and the accounts for 19/20 approved by all. Action – Chair to sign the AGAR forms and Clerk to upload to the website along with the notice of public inspection and send to the external auditors.

9. To consider any planning matters and Borough Council decisions

| Ref. No: | Address | Planning Details | Parish Councils Stance | BCKLWN |
|------------|--|---|------------------------|--------|
| 20/00713/F | High House Farm, Stanhoe Road, Docking | Change of use of part of agricultural building to use as winery | Support | |

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

- COVID-19 Grant
- Training
- 30 mph flashing signs
- Equipment for Cllrs
- Clerk contract of employment
- Tett Turrets
- Allotments
- Community and Neighbourhood Plan

11. Close at 20.43