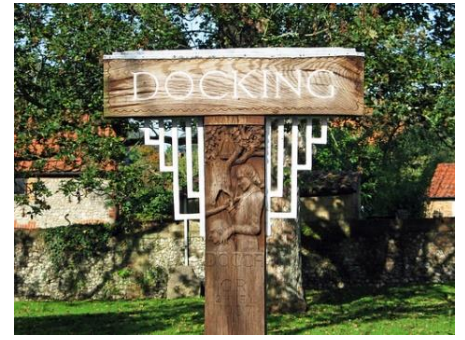


DOCKING PARISH COUNCIL – MINUTES 15TH OCTOBER 2020

Clerk: Mrs Michelle Wroth

Tel: 01485 517055

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1. Welcome by the chair

2. Public Session: A member of the public attended the meeting to give their opinion on planning application 20/01376/F. Also they asked for confirmation on where the gateway sign will be located on Sedgford Road, the Clerk explained that the locations are set by Highways and due to the width of the verges and visibility the gateways will be situated where the current Docking sign is near West Hall Farm.

3. Present: Cllr Pillinger, Cllr Able, Cllr Wroth, Cllr Meek, Cllr Smith, Cllr Waldie, Cllr Harris, Cllr Andreae, Cllr Cooke and Cllr Crompton

Apologies Cllr McKenna

4. To receive declaration of interests on agenda items - NONE

5. Confirmation of the minutes, General Meeting 24th September 2020

6. Agenda items

- 6.1 – Docking Rangers FC Playing Field Pavilion – Item not discussed due to no attendance from Docking Rangers
- 6.2 – Cllr email addresses – Clerk has issued all Cllrs with an email just for Council matters, 3 Councillors have not started using the new email addresses. **Action** - Clerk to send details of how to access, by end of October emails will be issued just to the new email addresses.
- 6.3 – Risk Register – A risk register has been created and the Councillors have reviewed. It was agreed that for additional security the OneDrive password will be placed in a sealed envelope and passed to the Chairman so in the event of data needing to be accessed if Clerk is unavailable. **Action** - Clerk also to contact previous Clerks to ask about whether they are aware of any documents held at a Solicitors office and if so what and where. With these details finalised Cllrs approve the register
- 6.4 – Parish Council Noticeboard – Further discussions took place around moving the noticeboard. The Ripper Hall Committee have offered use of half of the notice board on the side of the hall whilst social distancing is in place. Cllr Waldie suggested relocating the board to the grass area on the one way where the well is, several Cllrs agreed with this. Cllr Able suggested that the Parish Council accept the offer from the Hall Committee and that we then revert to the original board when safe to do so, this was agreed. **Action** – Clerk to contact the Hall Committee and for a note to be included in the Parish News to update Parishioners
- 6.5 – Working Groups – The Chairman discussed how it would be a benefit for the Council if working groups were formed, these groups would research matters between meetings and feedback each month for decisions to be made and finalised. This would make the Council more productive and for items/projects to be moved forward quicker. Cllrs participated in a discussion of the type of groups which they could look into setting up those being Neighbour Hood Plan, Finance/Governance, Assets, Communications, Allotments and Village Appearance. **Action** – Chair to email all Cllrs with the working groups and for Cllrs to suggest the groups they would like to be part of. These will be collated and finalised in November's meeting.
- 6.6 – Christmas Tree – The Clerk had discussed the idea of having a Christmas Tree located in the Field of Dreams with Mr King (Headteacher) and Mrs Nudds (Secretary) of Docking School. They both supported the idea the Field of Dreams will not be used much by the children at that time, they also liked the idea of the children making decorations and then placing these on the tree. **ACTION** – Cllr Andreae to contact Cllrs to ask how they ensure that the tree they put up each year is done so safely. Clerk to also contact Clerk at Ingoldsthorpe to ask the same question. Cllr Crompton will investigate sourcing a tree. Carried to November meeting
- 6.7 – Village Bins – The Chair felt that for 2021 the litter bins which the Parish Council are responsible for should be emptied twice a week Easter to October, this year the bins were overflowing and not all rubbish is then removed. Cllr Wroth cleared rubbish left during the summer to keep the area clean. **ACTION** – Clerk to request a quote from BCKLWN and will report back to Council.
- 6.8 – Claypits – In June 2019 the Council paid for a Land Registry search on the Claypits, prior to the meeting this was circulated to all Cllrs. The document does not state that the land was left to the Village or that Parishioners have the right to walk around as they so wish. **ACTION** – Clerk to write to Docking Anglian Club to ask whether a gate could be installed for the public to access the seat and walk around.
- 6.9 – Parish Partnership Scheme and deadline – A discussion took place regarding items which could be put forward for the 21/22 Partnership Scheme. Cllr Harris suggested a footpath being installed along Station Road, Cllr Meek also

suggested the 2 footpaths which need building up along High Street and Fakenham Road. Item carried to November

7. Correspondences received, and decision required

7.1 – Broadband/Fibre – Correspondence received from a Parishinor detailing the issues the Village has with Broadband/Fibre. Openreach do not have a date agreed for when the whole Village

7.2 – Deep clean of Playing Field equipment – The Playing Field committee have been given a quote by an external supplier to deep clean the play equipment on a weekly basis. Discussion and decision to be made as to whether the Parish Council will support the cost with the COVID-19 Grant. Cllr Meek to lead the item

8. Finance

8.1 To approve accounts for payment – All payments approved and carried

Name	Business	Gross
K and M (DD)	Street Lights	26.17
Eon (DD)	Elec – September Charges (invoice not received before publishing the agenda)	55.88
CGM (DD)	Grounds Maintenance for Month	97.68
CGM (Chq)	Mowing verges 29/07, 08/09 & 22/09	147.60
Clerk (Chq)	Salary and Expenses	554.37
HMRC (Chq)	Tax	9.40

8.2 – Bank Reconciliation – statement not received before meeting **ACTION** – Clerk to issue once received

9. To consider any planning matters

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
20/01394/F	1 Pitt Cottages, High House Farm Cottage, Stanhoe Rd	2 storey extension to cottage and new dormer windows	Approve	
20/01396/F	Kingsdown Cottage, Stanhoe Rd	Removal or Variation of condition 2 planning permission 17/02033/F	Approve	
20/01427/F	The Old Rectory, Sedgford Rd	Proposed Swimming Pool and Associated Works	Approve	
20/01376/F	Land South of Sedgford Road	Change of use to a Campsite with utility block and staff accommodation	Object	

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

- Gully Clearing – Mill Lane to Hall Farm
- Christmas Tree
- Working Groups

11. Close at 20:53