

# DOCKING PARISH COUNCIL – MINUTES 17<sup>TH</sup> DECEMBER 2020

Clerk: Mrs Michelle Wroth

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1. Welcome by the chair

2. Public Session

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

4. To receive declaration of interests on agenda items.

5. Confirmation of the minutes, General Meeting 19<sup>th</sup> November 2020 – Amendment to be made due to a mishearing by the Clerk. 6.4 change 'crafting' to 'art' – agreed and carried with amendment made.

6. Agenda items

- 6.1 – Operation London Bridge – the Clerk explained why the policy was needed, it was agreed that the Clerk would contact Rev. Cook to ask whether the condolence book would be able to be situated in the Church during the days of mourning. **Action – Clerk to contact Rev. Cook and to investigate/purchase condolence book x 2 as agreed that the Parish Council should also prepare for Operation Forth Bridge.**
- 6.2 – Working Groups – Working Groups have been finalised and are noted in Appendix 1. Along with the 4 working groups it was also agreed that a 'Personnel Committee' would be setup. Cllrs were asked if they would like to be part of this committee Cllr Smith, Cllr Harris and Cllr Waldie will be the members of the Committee. **Action – Personnel Committee – Terms of Reference to be created and adopted**
- 6.3 – RBLI Tommy Figure – Cllr Smith had obtained a quote for a Tommy figure £125 ex VAT, it was agreed that a figure would be purchased. There would be additional costs to fix the figure in place. Cllr Harris suggested that the Parish Council could ask the Parishioners where they would like to have the figure positioned within the village. **Action - Communications group to build into their questionnaire or another piece of communications**
- 6.4 – Training – During the first quarter of 2021 there are lots of training course available for Cllrs and Clerks to attend. It was agreed that if Cllrs and the Clerk wished to attend training then the costs would be covered. **Action – Cllrs to send Clerk details of the courses they would like to attend, and Clerk will book them a place.**
- 6.5 – Cut Back of Verge at bottom Well Street – The shrubs in this area need cutting back so the signs can be easily seen and also to help stop the cars moving into the centre of the road as they drive past. The Clerk had contacted 2 companies for quotes. One quote has been received and the other company have not responded. It was agreed further quotes would be obtained before a decision is made. **Action – Clerk to obtain further quotes and carry to January meeting**
- 6.6 – Allotment of Labouring Poor Charity – The Village has a Charity called 'Allotment of Labouring Poor' and this was registered in 1965. No members of the Parish Council are Trustees for this charity, in the past there had been a representative. **Action – Clerk to enquire if a representative is need and report back**
- 6.7 – The Queens Platinum Jubilee 2022 - Discussion around the Jubilee which will take place in June 2022 and will be a 4-day Bank Holiday. Cllr Andreae discussed how it would be good to get the village involved and to celebrate the occasion. It was agreed that a working group would be setup and invite other village groups to join in with the planning. **Action – carry to January meeting**
- 6.8 – Defibrillator Management – A discussion took place around the Management of the Defibrillator as currently The Ripper Hall Committee check and submit details online, however costs etc are covered by the PC. It was agreed that the Clerk would write to the Village Hall Committee to ask whether a formal procedure could be in place and details of all checks that are completed and submitted are also sent to the PC so they can keep a set of records for insurance purposes. **Action – Clerk to contact Village Hall Committee**

## 7. Clerk Update

- 7.1 – SAM2 Statistics; the SAM2 machine had been located on Sedgford Road and details have been posted to the website and sent to PC Lee Anderton. The 3 main points to highlight were total cars in the 3 weeks 24,238, highest recorded speed 75MHP at 16:00 18<sup>th</sup> November and the number of violations 10,477
- 7.2 – Christmas Tree – The Christmas Tree had been placed on the field of dreams and there had been lots of positive responses from this. Avada Country Homes have donated £250 to the Parish Council to cover the cost of the tree and 3 sets of lights.
- 7.3 – Common Land (CL105) Claypits – The Claypits is Common Land of the Parish but not owned by the Parish but Trustees as stated on Land Registry. The Clerk has emailed Docking Angling Club asking them to provide evidence that they had been granted permission from the Planning Inspectorate to install fence and locked gate to stop the common land being accessed. An email has been received stating the Club are looking into the email received from the Clerk.
- 7.4 – Clerk telephone – A mobile phone has been purchased and direct debit setup, this number is detailed on the website and on the December Agenda. The telephone will only be switched on during the hours that the Clerk is working on Council business and her home phone or private mobile is not to be used. Calls at weekends and during the evening are not acceptable and this will help.
- 7.5 – Clearing of Gully – Work started last week however has not been completed, Highways have confirmed that they will complete this work in the New Year.

## 8. Correspondences received, and decision to be made if required

- 8.1 – Land at the front of the Blacksmiths – correspondence received from a member of the public regarding the land outside the Blacksmiths and asking whether the Parish Council can help in anyway to get the owner to tidy due to being untidy. Cllr Wroth agreed he would talk to the owner and ask whether he could tidy. Cllr Harris also pointed out that the weekly refuse lorry parks here for a ‘coffee’ break and that isn’t helping. **Action – Cllr Wroth to talk to owner, Clerk to write to BCKLWN and ask for the refuse lorry to not park on this piece of land.**
- 8.2 – Craft Group - An email was received from the craft group due to it being mentioned in the ‘draft’ November minutes. These minutes have been amended due to the Clerk mishearing and it should have stated ‘art’. **Action – Clerk to email sender and explain the error**

## 9. Delegated Decisions made during the month

- 9.1 – Planning Application 20/01683/F Single dwelling at Robina, Station Road - APPROVED
- 9.2 – Planning Application 20/01789/F Extension, alterations, and loft conversion at Seefeld - APPROVED

## 10. Finance

### 10.1 To approve accounts for payment – all approved and carried

Name	Business	Gross
K and M (DD)	Street Lights	<b>26.17</b>
Eon (DD)	Elec – November Charges	<b>55.88</b>
CGM (DD)	Grounds Maintenance for Month	<b>97.68</b>
Clerk (Chq)	Salary and Expenses	<b>825.88</b>
HMRC (Chq)	Tax/NI	<b>57.75</b>
Salle Estate Christmas Trees (Chq)	Christmas Tree	<b>222.00</b>

- 10.2 – Bank Reconciliation – statement not received before the meeting, hopefully once setup for Online Banking a statement will be able available to download.

## 11. To consider any planning matters

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
20/01867/F	7 Norfolk Barn Yard, Docking	Double Garage <a href="#">20/01867/F Link to KLNWBC</a>	Approved	
20/01990/F	Fourmiles Development, Docking	Variation of Conditions	Approved	

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

- Claypits and invite Daley Garside from Docking Angling Club
- Budget 21/22
- Gateway Planting

13. Close at 20:45

## **Appendix 1**

### **DOCKING PARISH COUNCIL WORKING GROUPS**

#### **Assets and Village Appearance**

Cllr Andreae

Cllr Smith

Cllr Wroth

Cllr McKenna

Cllr Harris

#### **Communications**

Cllr Harris

Cllr Waldie

Cllr Andreae

Cllr Smith

Cllr McKenna

#### **Allotments**

Cllr Wroth

Cllr Able

#### **Neighbourhood Plan**

Cllr Pillinger

Cllr Smith