

DOCKING PARISH COUNCIL – MINUTES 21ST JANUARY 2021

Clerk: Mrs Michelle Wroth

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1. Welcome by the chair

2. Public Session - 1 Member of public who left at 19.27

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

4. To receive declaration of interests on agenda items.

5. Confirmation of the minutes, General Meeting 17th December 2020

6. Agenda items

- 6.1 – Personnel Committee Terms of Reference – The terms of reference were circulated to the Cllrs, all in agreement that these should be adopted.
- 6.2 – Cut Back of Verge at bottom Well Street – Second quote had been received and Cllrs were happy to agree and approve on the basis that all regulations will be met regarding coning off part of the road. **Action – Clerk to contact and ask for confirmation.**
- 6.3 – The Queens Platinum Jubilee 2022 – Item postponed until the results from the questionnaire/survey have been collated later in the spring.
- 6.4 – Claypits Common Land (CL105) – Dayley attended the meeting to provide an update from the Angling Club regarding the fence and gate blocking common land (CL105). Dayley confirmed that he is looking into the matter and still waiting for response from Land Registry. He stated that he attended a Parish Council a previous year to explain that the fence/gate were installed for Health and Safety reasons and due to poaching. The discussion was ended with agreement that it would discuss further once both Dayley and the Parish Council had further information.
- 6.5 – Gateway Planting – Cllr McKenna and Cllr Andreae are happy to organise the planting of flowers around the village gateways and the village sign on the green. They asked if the council could give approval for them to spend £100-£200 on plants. All in agreement, decision carried. **Action – Clerk to write to the contractor who looks after the village green to ask whether some of the plants can be split and re-planted.**
- 6.6 – Internal Auditor – A discussion took place around appointing a new Internal Auditor, Cllr Meek suggested that the Clerk contact other local Clerks for recommendations.
- 6.7 – Report to Council 'Banking arrangements' – The Clerk circulated a report on the banking arrangements for the Parish Council. Having had several returned cheques over the past 2 years and bad experiences with trying to update addresses and mandates. The Clerk suggested that the banking be moved to Unity Trust as they are setup for councils and understand how they work. All in agreement, decision carried **Action – Clerk to start the process of moving from Barclays to Unity Trust**

7. Clerk Update

- 7.1 – SAM2 Statistics; the SAM2 machine was situated on Fakenham Road recording traffic coming into the village 8th December 2020 to 5th January 2021.
Total vehicles 36,804
Violations 16,068
Highest Speed 70MPH 26th December at 7:50am
- 7.2 – Training – 5 Councillors had contacted the Clerk asking to be booked on training, these courses have been booked and take place during February and March. The Clerk also booked onto 4 courses which will take place during January and July.
- 7.3 – Defibrillator Management – The Clerk had emailed the Ripper Hall management team stating that the Parish Council would like a set of agreed formal procedures to be in place for the checking and reporting. The Clerk has received a reply showing a screen shot of the user report system dated 26/12/20. Clerk will respond asking for specific details including dates to be provided so a set of Parish Council records can be maintained.
- 7.4 – Allotment of Labouring Poor Charity – The Clerk emailed the Trustees asking whether the Charity should have a Cllr as a Trustee as in the past there had been a representative. A response had been received stating that the Trustees did not feel that a Cllr would benefit the Charity and that if in the future they thought it would then they

would approach the Parish Council. Clerk is also looking into the process whereby income is received for the piece of Common which is owned by Docking Parish Council. The income has always been paid into the Recreational Charity and the Charity governance document is needed to confirm that this is being dealt with correctly. Clerk to provide further detail once governance document has been received.

- 7.5 – Clearing of Gully – Highways have confirmed that this has been scheduled to take place, however no time given as this service is provided by the team which run the Gritters.
- 7.6 – Operation London Bridge – The Clerk purchased condolence book and loose-leaf pages; invoice has not been received at time of meeting. Rev Cook agreed that the book can be placed in St Marys Church, Docking. Policy added to the website with a review date December 2022.

8. Working group updates, and decisions to be made if required

- 8.1 – Communications – The working group has had 2 meetings on zoom where they have created a draft questionnaire/survey which will once finalised be sent out to parishioners. Cllr Harris has drafted an email which will be sent to the other village groups which will ask if they would like anything to be covered in the questionnaire. The layout is currently being investigated and online platforms which could be added to social media/website. Once happy that everything is included this will be brought to full council for a decision to be made as to whether its approved for printing/publishing.
- 8.2 – Assets and Appearance – First meeting has taken place via zoom in which the assets were discussed, and these were divided by location and each member of the group will then perform an audit on those assigned to them.
- 8.3 – Neighbourhood Plan – Information from BCKLWN has been received, the group are hoping to get a meeting setup with BCKLWN to discuss and get advice on how to get the plan started. Cllr Smith stated that there will be a lot of work involved to get a plan created and maybe outsourcing part of this would be a benefit depending on the cost.
- 8.4 – Allotments - None

9. Correspondences received, and decision to be made if required

- 9.1 – Email received ‘Lodge Farm’ – Cllrs requested that the email be acknowledged as read – no further action.

10. Delegated Decisions made during the month – N/A

11. Finance

- 11.1 To approve accounts for payment – All approved for payment, action carried.

Name	Business	Gross
K and M (DD)	Streetlights Maintenance	26.17
Eon (DD)	Elec – December Charges	57.74
CGM (DD)	Grounds Maintenance for Month	97.68
Clerk (Chq)	Salary and Expenses	640.70
Parish Online (Chq)	Annual Subscription 31.12.20 to 31.12.21	96.00
NALC	Preparing the AGAR Course – 19.01.21	30.00

- 11.2 – Bank Reconciliation as at 7th January 2021 – all agreed, carried

- 11.3 – 21/22 Budget – The budget for 21/22 all in agreement and approved. Precept was agreed by all at £14,195 to cover the 21/22 budget whilst using reserves carried from 20/21 to cover the balance.

12. To consider any planning matters

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
20/02002/F	Flint Cottage, 5 Yeomans Cottages, Station Road	Building a summer house in the garden Link to BCKLWN	Approved	
FUL/2020/0105	Docking Church Of England Primary School, Well Street	Provision of new rubber mulch safety surface Link to application	Approved	

21/00024/F	The Old Rectory, Sedgeford Road, Docking	Convert part of the loft into 3 bedrooms with en suites	Approved	
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13. Items to be added to the following months agenda – (NOT FOR DISCUSSION DURING THIS AGENDA ITEM)

- Village Questionnaire
- Village Appearance
- Pound Lane Hedge
- Old Playing Field

14. Close at 21:10

DRAFT