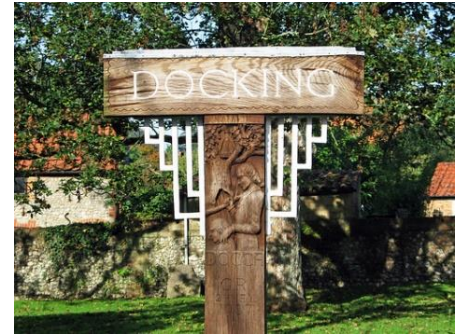


DOCKING PARISH COUNCIL – MINUTES MARCH 2020

Clerk: Mrs Michelle Wroth

Tel: 07591 514580

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1. Welcome by the chair

2. Public Session

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

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

5. Confirmation of the minutes, General Meeting 21st January 2021 and 18th February 2021 both sets of minutes were proposed by Cllr Pillinger, Cllr Andreae seconded – decision carried

6. Agenda items

6.1 – Grant Policy – A discussion took place and the policy with a few small changes to be made. **Action – Clerk to amend and then re-issue by email delegated decision so this item can be completed before the next meeting.**

6.2 - CIL Project Funding application – discussion of possible project ideas that could be submitted for this additional CIL funding. It was felt that 'Village Appearance' could be the focus and the project being made up of items such as pond clearing/enhancement, repairing the Pound roof, replacing the bins around the village, installing kerbing around VG52, possible the installation of a pavement on Station Road and adding a concrete base to where the bench is located near the bus shelter. **Action – Cllr Andreae to gather quotes for the pond clearing, Cllr Pillinger to gather a quote for the Pound roof (this building is listed), Clerk to contact Highways to enquire about the pavement and whether the concrete pad could be installed, also to chase the quote for the fencing around the pond nr the Village Hall.**

6.3 – Maintenance of new plants – It was agreed that now all the plants other than Pound Lane have been planted that the Council need to find an individual to maintain the areas. Cllr Andreae suggested that the council look to hire a 'Handyperson' who could do various tasks around the village from keeping the pathways clear of weeds/leaves, cutting grass areas to painting the notice board and bus shelter as required. This idea received a positive response. **Action – Cllrs to email Clerk with tasks which they feel could be allocated to such a role. Clerk will collate and April meeting council to decide on the final list and then an advert will be placed to hopefully appoint someone in the May/June meeting.**

6.4 – Village appearance inc paths and bus shelter – this item was discussed within 6.3, in addition Cllr Andreae and Cllr Smith updated others that 2 offers for future bulbs or donation towards bulbs has been offered. **Action – Clerk to acknowledge these offers and to state that once further planting had been decided council would be in touch**

6.5 – Parish Notice Board – The parish council will now begin to use the notice board to communicate. An additional notice board was discussed which could be placed inside the bus shelter. This will be reviewed in future months

6.6 – Appointment of Internal Auditor – The Clerk had received 3 quotes from Internal Auditors and circulated a report to council with her recommendation. Cllr Smith proposed Jo Raby be appointed as the Internal Auditor, Cllr Harris seconded – decision carried **Action – Clerk to contact Jo Raby and to make arrangements in advance for the 20/21 internal audit.**

7. Clerk Update

Quote for kerbing around VG52 – Highways have confirmed that it will cost approximately £2,300, this price including traffic management, all materials and installation.

Hedge Cutting bottom of Well Street – Gary Ayres agreed to cut the area with the hedge cutter however would not be able to do so until later in March. Clerk confirmed with Highways that it was ok to do this as now after 1st March. This was confirmed as it is a matter of highway safety and visibility.

Personnel Committee – The committee had its first meeting 15th March, and the minutes are on the website, they will be meeting again in June 2021.

Returning to face-to-face meetings – Currently virtual meetings can be held until 7th May 2021, in preparation for returning to face-to-face meetings Clerk has written to the Village Hall Committee asking them to confirm nights in the week which the main hall will be free. In the past the meetings had been held in the annex however this area is too

small and at times it was difficult to hear due to other activities taking place in the main hall. Clerk will update council once days have been confirmed

Claypits CL105 – Clerk has been in discussions with County Council to clarify the exact area which is covered by CL105. As CL105 cannot be accessed directly from the highway, NCC have advised that unless the landowner agrees to give access then the only other route would be for the Parish Council to apply for a public right of way from Little Lane to the common land, however they are not sure whether this application would be successful.

SAM2 – No statistics for the meeting as the machine is still in place and will be taken down later in March.

Banking – all funds that were held with Barclays have now been transferred to Unity Trust and internet banking will be used to pay the March approved payments.

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

8.1 – Communications

8.1a – Contents and distribution of Village Survey – Cllr Smith explained that a meeting had been held between the working group and that the survey was now at a point where it could be approved by council and ready for print and distribution. Cllr Smith had spoken to Marion to see whether the survey could be distributed at the same time as the April parish news which was confirmed. No cost would be associated to this however maybe a donation to the church would be a gesture of appreciation. Cllr Smith proposed that the survey be printed by Whitley Press, the return address would be to Clerk, closing date 31st August 2021 and that a donation will be made to the church. Cllr Waldie seconded the proposal and decision carried. **Action – Cllr Harris to provide a final copy to Clerk who will arrange for 600 copies to be printed**

8.1b – Item for Newsletter; Cllr Smith had provided Marion with a short update which will be included in the March parish news, detailing the survey will be delivered in April and the Parish Council would appreciate it if parishioners completed and returned (or complete the online copy), Cllr Waldie felt it would be useful to add an update in the July Parish News to remind those that have not yet completed that there is still time to do so. Cllr Waldie will also write a short update for the Parish News on behalf of the Parish Council which will be circulated for approval and sent via the Clerk, looking for this to be a regular update which is provided to keep the parishioners up to date.

8.1c – Additional information on the Parish Website; Cllr Smith suggested that possibly a paragraph could be added to the website on each member as it has become apparent that parishioners are unaware of who the councillors are. **Action – Add to April agenda**

8.2 – Assets and Appearance

8.2a – Dog Bins – the corner where Station Road meets Brancaster Road seems to have an increased amount of dog mess in the grass and on/near the pathway. Cllr Smith proposed a new dog bin be located on this site; Cllr Harris seconded this. **Action – Clerk to contact BCKLWN to start the process of having an additional bin installed and added to the collection schedule**

8.3 – Neighbourhood Plan – No update

8.4 – Allotments – Cllr Wroth and Cllr Able had arranged for a mini digger and operator to remove the blackthorn from the hedge as mentioned at the February meeting. The operator spent 2 half days on this job and the expected cost will be in the region of £250. This has made a vast improvement, the allotment holder where this was encroaching has planted new fruit trees in this area and set the rest to grass for the time being. The pile of rubbish has been burnt and the allotment holders will keep this pile to a minimum in future with a regular bonfire where appropriate (depending on the crop on the field which joins to this area) Several the allotment holders are going to try and setup an Allotment Society and may approach the council for an additional gate and possible fencing.

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

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

11. Finance

11.1 To approve accounts for payment – Cllr Pillinger proposed, Cllr Wroth seconded – decision carried

| Name | Business | Gross |
|--------------|-------------------------------|--------|
| K and M (DD) | Streetlights Maintenance | 26.17 |
| Eon (DD) | Elec – February Charges | 52.15 |
| CGM (DD) | Grounds Maintenance for Month | 97.68 |
| Clerk (BACS) | Salary and Expenses | 941.55 |
| HMRC (BACS) | TAX/NI – March | 95.95 |
| NALC (BACS) | Annual Subscription 2021/22 | 241.35 |

| | | |
|---------------------|---|---------------|
| NALC (BACS) | Effective Cllr Course | 72.00 |
| BCKL&WN (BACS) | Dog Bin Emptying 02.03.20 to 28.02.21 | 565.34 |
| ICO (DD) | Annual Fee | 35.00 |
| Jo Andraae (BACS) | Plants and Shrubs for Village planting | 280.25 |
| Matthew Todd (BACS) | Village Green grass cutting April to Nov 2020 | 324.00 |
| TESCO MOBILE (DD) | Parish Council Mobile Charge | 10.50 |

11.2 – Bank Reconciliation at 5th March 2021 – all in agreement, decision carried

12. Planning matters

12.1 – Planning Applications received - None

| Ref. No: | Address | Planning Details | Parish Councils Stance | BCKLWN |
|-----------------|----------------|-------------------------|-------------------------------|---------------|
| | | | | |

12.2 – Planning Applications received after agenda published - None

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

- Litter Bins
- Councillors' details on the website

14. Close at 8:53pm

Date of next meeting Thursday 15th April 2021