

DOCKING PARISH COUNCIL – MINUTES MAY 2020

Clerk: Mrs Michelle Wroth

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1. Welcome by the chair

2. Public Session

3. Present: Cllr Pillinger, Cllr Able, Cllr Wroth, Cllr McKenna, Cllr Andreae, Cllr Waldie, Cllr Harris, Cllr Smith, Cllr Meek, Cllr Cooke, Cllr S Sandell (Borough)

Apologies:

Absent: Cllr Crompton

Public: 2 members in attendance

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

5. Confirmation of the minutes, General Meeting 18th March 2021

6. Agenda items

6.1 – Pavilion on Playing Field Funding – Lisa and Ricky attend on behalf of Docking Rangers Football Club to discuss the new pavilion build project and to ask whether the council would be prepared to be named on future grant applications. Lisa began by explaining that they had met approx. 3 weeks ago with their funding adviser and that the FA would look to fund £200k towards the project if the football club could secure the remaining £160k. Due to COVID there have not been many opportunities to apply for funding but now more grant schemes are starting to become available. The funding advisers have suggested that applications would look more favourable if the PC were named on the applications as would show that the project has support and is for the community not just for football.

Lisa also stated that she had been made aware that if the PC had any CIL income this project would meet the criteria for where it could be spent and mentioned that if agreed that the build should start ASAP then there are Public Works Loans which can be applied for. Ricky explained that the cost of the build may be high however this is due to the size of the built and that the spec could be reduced to lower the cost if full funding cannot be found.

Cllr Harris asked for the Football Club to provide a detailed application to the PC with the costings being justified, Cllr Harris explained that some of the Cllrs are new to the council and that they would require further information.

Regarding a project plan Lisa and Ricky explained that the £200k from the FA would not be released until the additional £160k has been secured. The time frame on the project is 5 months from start to finish, the contractor will provide the risk assessment and a fence will be erected around the pavilion to keep public off the building area. The play equipment and the rest of the field could remain open during this time.

Cllr McKenna asked if the FA have given a time limit for the £200k, Lisa confirmed that at present no deadline has been given however this proposal would most likely elapse after a set time. No grant offer letter has been received but the funding advisers are extremely confident that the £200k would be granted.

Cllr Harris went on to ask whether the Football Club has involved any other village groups in the project so far and asked if any other clubs have bought into the idea. Ricky explained that the idea is to stop the village from losing more clubs and to bring back clubs that have been lost.

Cllr Sandell stated that Lisa and Ricky are extremely passionate about this project and how it is great the Docking still has several football teams as village teams have decreased over the years. Cllr Sandell mentioned how the

CIL income could be used towards the £160k and that maybe there is Parish funding available or possibly an application made to Jacks Wind Farm which can award up to £5k.

Cllr Smith asked who would project manage this, Ricky stated that the Football Club Committee has increased recently so could help and within the Football Team the players have a mixture of trade skills which could be utilised to help with costs. Lisa and Ricky confirmed that they received 3 quotes for the build and the quote that they accepted is a fixed price with a detailed breakdown from a local contractor.

The Cllrs felt a decision could not be made and that further information was required, it was agreed that a face-to-face meeting on this would take place. Prior to the meeting Lisa/Ricky will issue a 1-page summary explaining the project. **Action – Meeting to be organised between Councillors and Football Club for more discussions on the matter.**

- 6.2 – Plants donated by a Parishioner – Cllr Andreae had met with Rita Goold regarding Rita helping with providing bulbs and cutting for further village planting. It was agreed that this would be placed on hold until later in the year once the village survey results had been collated.
- 6.3 – Maintenance Contractor – The councillors discussed the proposed tasks for the Maintenance Contractor, Cllr Andreae proposed the final list and Cllr Smith seconded. **Action – Clerk to place an advert on the Notice Board and Social Media, deadline for applications 4th June**
- 6.4 – Councillor details on Parish website – a discussion took place regarding adding a paragraph to the website on each of the Cllrs, the general feeling was not to go ahead with this – no further action on this matter
- 6.5 – Clerk Pension – The Docking Parish Council resolves under Regulation 3(1) if the Local Government Pension Scheme Regulations 2013 that Michelle Wroth should be designated as being eligible for membership of the LGPS with effect from 1st April 2021. Proposed by Cllr Smith, seconded Cllr Harris – all in favour decision carried
- 6.6 – Review rental rates and agreements for leasing – Cllr Pillinger proposed that all 3 agreements are renewed until 31.05.22, and a contract be in place where currently there is not one. Cllr Waldie seconded, all in favour, one abstaining – decision carried
- 6.7 – Street Lighting Contract Renewal – 2 quotes had been received for the Street Light Maintenance. Cllr Smith proposed the contract is renewed with K&M Lighting; Cllr Harris seconded – all in favour decision carried
- 6.8 – Meetings going forward and the frequency of these – with the current restrictions in place the Council will meet 22nd July in the Ripper Hall and break for August as usual. Further decisions will need to take place around future meetings once more details are released on the COVID roadmap.
- 6.9 – Ownership of Docking Playfield – The playing field has been held in trust since passed to the village by Mrs Ripper, originally it was held by The Playing Field Associations and now by Fields in Trust. The Playing Field Management Committee runs the playing field and sources grants for the play equipment etc. The Playing Field Committee would support the Parish Council becoming the owners of the land and Fields in Trust are also happy for this transfer to be made. Before a decision can be made Clerk will find out more details on the cost involved and the governance on the site. Item to be carried to July meeting

7. Clerk Update

SAM2 – The machine is now placed on Stanhoe Road before this it had been situated on Sedgeford Road.

Unfortunately, the data could not be downloaded due to the device not being picked up by the laptop. The supplier has suggested to record new data and if the same happens to call them for further guidance and investigation.

Dog Bin – Consultation letters have been delivered for those living close to the proposed area for the new Dog bin on the corner of Station Road/Brancaster Road. If no objections are received Clerk will continue the installation process

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

- 8.1 – Communications – The village survey has been issued and available online, also details of who the Councillors are was included in the April Docking Exchange
- 8.2 – Assets and Appearance – The group is waiting for the results of the survey before meeting again
- 8.3 – Neighbourhood Plan – N/A
- 8.4 – Allotments – Cllr Able and Cllr Wroth have spent time at the allotments and have now burnt the hedge which was pulled out. They have helped the allotment holder cultivate the area and have sowed potatoes this year to help maintain this area.

9. Correspondences received where decision to be made - None

10. Delegated Decisions made during the month

10.1 – Grant Policy and Application form (8 in favour, 3 responses not received)

10.2 – Planning in favour of the Limagrain application (4 in favour, 2 Objections, 2 Abstaining, 3 responses not received)

10.3 – Payments approved for April as below (8 in favour, 1 response in favour but not sent to all so not included, 2 responses not received)

Name	Business	Gross
K and M (DD)	Streetlights Maintenance	26.17
Eon (DD)	Elec – March Charges	TBC
CGM (DD)	Grounds Maintenance for Month	97.68
Clerk (BACS)	Salary and Expenses	1306.67
HMRC (BACS)	TAX/NI – April	239.07
SLCC (BACS)	Annual Subscription	130.00
BCKL&WN (BACS)	Litter Bin Emptying Annual Charge	218.16
Witley Press (BACS)	Village Survey Printing	70.80
DH Digger Hire (BACS)	Removal of Blackthorn hedge at allotments	250.00
NALC (BACS)	FOIA/EIR Training	48.00
TESCO MOBILE (DD)	Parish Council Mobile Charge	10.50

11. Finance

11.1 To approve accounts for payment. Cllr Smith proposed, Cllr Harris seconded – all in favour decision carried

Name	Business	Gross
K and M (DD)	Streetlights Maintenance	26.17
Eon (DD)	Elec – April Charges	TBC
CGM (DD)	Grounds Maintenance for Month	97.68
Clerk (BACS)	Salary and Expenses - May	922.40
Jo Raby (BACS)	Internal Audit 20/21	75.00
Clerk	McAfee Subscription	89.99
TESCO MOBILE (DD)	Parish Council Mobile Charge	10.50

11.2 – Bank Reconciliation at 29th April 2021 – Cashbook reconciled balance £37,053

11.3 – Approval of Annual Governance Statement for 20/21 – Cllr Pillinger proposed, Cllr Andreae seconded – all in favour decision carried

11.4 – Approval of Accounting Statements for 20/21 - Cllr Pillinger proposed, Cllr Smith seconded – all in favour decision carried

12. Planning matters

12.1 – Planning Applications received

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
21/00621/F	Land North of The Old Vets House, Bradmere Lane	Proposed new dwelling House Link to application	Object	

12.2 – Planning Applications received after agenda published

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

- Bins
- Future Docking Exchange articles

14. Close at 21.11

Date of next meeting Thursday 22nd July 2021 7pm at The Ripper Hall