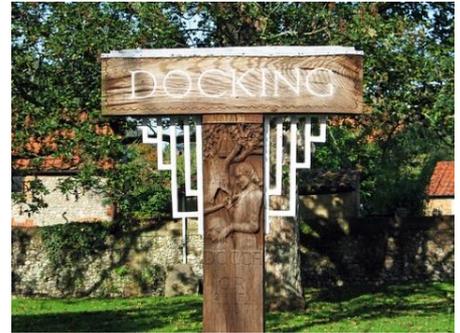


DOCKING PARISH COUNCIL – MINUTES JULY 2020

Clerk: Mrs Michelle Wroth

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1. Welcome by the chair; Cllr Smith welcomed Cllrs and the Public to the meeting, she stated that this was the first face to face meeting that had been held since early 2020 due to the pandemic and it was nice to be able to meet in person rather than via Zoom.

2. Public Session: 8 members of public attended the meeting

Janet Webb started the public session detailing her concerns of how parking within the village is getting worse and it is causing drivers to become more frustrated. Janet spoke about an incident which she had witnessed along High Street opposite the junction to Mill Lane, a car had stop as was trying to turn off High Street to Mill Lane and a truck which was behind the car mounted the pavement and drove around the waiting car. Luckily there were no pedestrians on the pavement at the time, but this is not acceptable. Other areas of the village where parking is a problem is at the junction where Station Road and Sandy Lane meet and parking along High Street near junction to Mill Lane, it makes crossing the road on foot also difficult as the parked vehicles block the view of drivers and pedestrians. Cllr Smith stated that the Beat Officer and Highways had both been invited to attend the meeting however they were unable to attend. Both had stated any questions could be relayed to them for them to respond via email. Stuart Webb asked why the Police and Highways are not using the data which is captured from the SAM2 machine as this shows the level of traffic throughout the village and the number of violations. Clerk will write to both the Beat Manager and Highways detailing the concerns and asking again why the information is not used by either as its free data rather than traffic surveys.

Anne Swift highlighted the state of Bayfield Pond and that it is overgrown and untidy, she asked if the Parish Council could contact the owner of the pond Mr Hare to see if he can arrange for this to be addressed. Anne also stated that other ponds in the village are overgrown and need some attention. Cllr Smith responded stating that the Council had applied for funding to maintain the ponds in the village which the Parish are responsible for. Council will find out in Autumn if funding has been granted, if so, this will then move forward. If funding is unsuccessful Council will have to re-look at this due to current budget restrictions.

Nicola Durrant had many items to cover, these included the village was looking unlooked after, she had heard a Maintenance Contractor had been appointed, when would they be starting? She stated that for many years the Todd's had looked after many areas o the village and it was a shame that these areas had now been taken away from them. Nicola felt that the letter that had been sent was lacking compassion, Cllr Smith stated that due to governance and regulations the Council must operate correctly with tenders being issued and ensuring that contracts are in place. The Council are accountable for its expenditure and must be able to justify its spending. The tender process was followed correctly, and details were posted on the village notice board and on Facebook. Nicola also stated the state of the bins around the village and asked if the dog bin which is now by the bench on Well Street will stay there or move back to Pond Lane. Has the Christmas Tree on the Field of Dreams been removed yet? No thank you had been sent to the Cllrs that resigned during 2020, why had this not been done. Nicola mentioned this during the February meeting and not followed up. Nicola mentioned that she had been in contact with the Clerk due to the traffic using Bradmere Lane whilst Pound Lane had been closed. The Management Plan by Fleur stated that the lane should not have been used by work traffic and this needs to be addressed with Highways/Fleur prior to the development on site begins. Clerk will follow this up. On behalf of the Council Cllr Smith thanked the previous Cllrs for their service. Cllr McKenna asked for it to be minuted that she had emailed the other Cllrs stating that there were certain people in the village that has given time/service over the years to the village and Cllr Able felt the same.

Steve Theunissen asked whether the Parish Council could investigate holding Council Surgeries where the public could attend in a smaller setting and be able to ask questions directly on specific areas that Councillors are assigned to. He mentioned that these sessions work well in other parishes. Steve also asked Council in they knew why Docking Speed Watch unique. This is because there is not a member of the Parish Council on the team. He stated that its clear that the 2 roads where speeding is a problem are Sedgford and Fakenham, with Brancaster next then Stanhoe however Stanhoe still has many cars speeding. Steve felt that the Parish Council not aware of the extent of the issue as they do not see if first-hand so maybe a Cllr would like to join Speed watch or maybe Cllrs would like to go on a rota.

Rita Gould explained how she had started Speed watch and she has 10 volunteers that make up the team. The Speed watch team are experiencing more problems than in the past and mainly from those on holiday or construction vehicles. Recently 50% of the daily traffic recorded has been work vans. Rita asked whether she could have a specific Cllr that she can contact directly in the future rather than having to go via the Clerk. A recent incident saw the Speed watch team being verbally abused and threatened, this has been reported to the Police. The Speed watch team feel that the Parish Council are against them, various Cllrs spoke out to say that they Parish Council appreciate all that the Speed watch team so for the village. Rita was able to give some of the recent stats that the team have recorded and a total of 175 vehicles were reported in June and so far, 120 for July with another week of patrols to take place. On another matter Rita mentioned that for safety if members of the Council are attending to the flowers planted on the verges by the village signs, they should wear hi-vis jackets, these can be borrowed from Rita if required. Rita also mentioned that drivers still seem unsure of where speed limits start and finish due to the lack of repeater signs on the roads exiting the village.

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

Apologies: Cllr Pillinger, Cllr Crompton

4. To receive declaration of interests on agenda items. – Cllr Andreae stated she had an interest on the planning application for Longview and would abstain from voting on this

5. Confirmation of the minutes, General Meeting 4<sup>th</sup> May 2021 – Cllr Harris proposed, Cllr McKenna seconded – all carried

#### 6. Agenda items

6.1 – Ownership of Docking Playfield – Cllr Smith started the agenda item asking whether Cllrs believed that they had enough information at the present time to be able to decide on whether to take on the ownership of the Playing Field. Cllrs took it in turn to express how they currently felt, Cllr Andreae stated she was struggling at present to understand this matter and felt that maybe the Council should perform a SWOT analysis to try and see if that helped with a decision.

Cllr Cooke stated that the Playing Field is a village asset, and the Parish should own it and make decisions on how it operates. Cllr Harris and Cllr McKenna both felt that currently with the 'Pavilion Project' which is on-going between Fields in Trust/The Playing Field Management Committee and the Football Club the Parish Council need to have more questions answered on the proposed business plan which the Football Club have published, and a formal proposal be sent to the Council from the Management Committee which details how. Cllr Meek felt that it would be beneficial for a statement to be read out which The Playing Field Management Committee had given at a public meeting held regarding the pavilion as that may answer some queries. *The statement confirmed that any building on this land would belong to Fields in Trust or the Parish Council if they took over the land and the Pavilion would always be managed by The Management Committee which cannot amalgamate with other organisations. Also, any income raised by renting out the pavilion to sports clubs would go towards the upkeep of the site like it does currently. Fields in Trust have currently put a block on the Pavilion Project.*

Cllr Able felt that the Parish should own the land but would like to know more about the liabilities that would come with the ownership. Cllr Waldie also felt that the Council should take on the ownership but should be careful because of the Pavilion Project. Cllr Meek also feels that this is an asset of the Village and that it would be likely that if the Management Committee were to stand down then the Parish Council would have to take on the Management Role.

It was felt that the urgency for this decision seem to be more for those working on the Pavilion Project and that the proposed plan needs to be investigated further, so the Council do not find themselves in a difficult position or forced into a decision.

Cllr Harris proposed that at this stage no decision is made on the ownership of the land, and a formal proposal is submitted from the management Committee and questions around the business plan are answered by the Football Club. Cllr McKenna seconded, and all agreed decision carried **Action – Clerk to collate questions to be submitted to the Football Club. Once the proposal has been received and answers to the questions a specific meeting will be arranged to discuss further.**

6.2 – Speeding – Cllr Smith stated that this agenda item had been covered during the public session Cllr Harris explained that as the data which is captured by the current SAM2 machine is not analysed by the Police or Highways so currently the Parish Council do not feel that another machine should be purchased at this time

6.3 – Rats around village ponds – There have been complaints regarding rats around village ponds in particular Bayfield Pond. Also, members of the public have been seen on several occasions taking food over to the pond and

feeding them. Bayfield Pond is not a Parish Pond and is privately owned. **Action – Clerk to contact the Pond owner and to circulate a letter to houses near the pond asking residents to not leave food for them.**

6.4 – Allotment rental rate – a discussion took place and due to the rent being increased in 2020, Cllr Andreae proposed keeping the rent of £15 per annum Cllr Wroth seconded – all in agreement decision carried

6.5 – Litter Bins around the village – the outer casing of the litter bins around the village have moved over time and some do not shut causing them to look unsightly. **Action – Clerk to investigate quotes for new bins, item to be added to future agenda once quotes obtained**

6.6 – Future Docking Exchange articles – Discussion took place, and it was agreed that future articles will be placed on an adhoc basis. It was agreed that a formal thank you will be placed in the newsletter for the Councillors that resigned during 20/21 and that their service on the Parish Council was appreciated by all.

#### 7. Clerk Update

7.1 – The Clerk has received the resignation of Cllr Pillinger and he will step down as a member of the Council from Friday 23<sup>rd</sup> July, Clerk will make BCKLWN aware and publish the vacancy notice which they provide.

7.2 – The SAM2 machine is currently located on Fakenham Road, it will be placed on the other bracket on the post next week and remain there for 4 weeks. At that point the data will be downloaded and published.

7.3 – The contract with the Maintenance Contractor has been issued with a start date of 1<sup>st</sup> August

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

8.1 – Communications – The Communications group will re-convene once the village survey results have been collated, the survey deadline is 31<sup>st</sup> August 2021.

8.2 – Assets and Appearance – N/A

8.3 – Neighbourhood Plan – N/A

8.4 – Allotments – Cllr Able and Cllr Wroth explained that the Parish Council should arrange for the hedge that runs alongside allotment 14 and it was suggested that this could be tasked to the Maintenance, also they mentioned that one allotment which will be available from October is in a poor condition and was like this prior to the allotment holder taking it over. Cllr Able suggested that the Parish Council could look to help clear, so a new allotment holder does not have to do so at the start of their agreement. Both Cllr Able and Cllr Wroth agreed that other than that the allotments are all in good condition.

#### 9. Correspondences received where decision to be made

9.1 – Hornbeam saplings; discussion and decision as to whether Council should plant saplings which are available via NCC – Cllrs felt that currently there aren't any suitable places where Council could plant saplings however as open to community the details would be added to the Docking Exchange and Facebook page.

#### 10. Delegated Decisions made during the month

10.1 – Planning application 21/00917/F Swallows Rest - OBJECTION (1 in favour, 7 object, 3 responses not received)

10.2 – Maintenance Contractor appointment, 3 tenders received, report to council written to Councillors providing all the details required for a decision to be made. – Decision to appoint Keegan's Garden Maintenance (7 in favour, 4 responses not received) Clerk to arrange contract and start date

10.3 – Payments approved for June as below (9 in favour, 2 responses not received)

Name	Description	£
M Wroth (BACS)	June Salary and Expenses	1,113.27
HMRC (BACS)	June PAYE	125.60
E-On (DD)	May Street Lighting	57.74
CGM (BACS)	Verges 18/03, 29/03, 15/04 & 28/04	196.80
TESCO (DD)	Parish Council Mobile Charge	10.50
K & M Lighting (DD)	Street Light Maintenance	26.17
CGM (DD)	Grounds Maintenance for the month	100.61

#### 11. Finance

11.1 To approve accounts for payment. – Proposed by Cllr Andreae, Cllr Meek seconded – decision carried by all

Name	Business	Gross
K and M (DD)	Streetlights Maintenance	29.06
Eon (DD)	Elec - June Charges	55.88

CGM (DD)	Grounds Maintenance for Month	<b>97.67</b>
Clerk (BACS)	Salary and Expenses - July	<b>894.84</b>
Came&company	Hiscox Insurance – Annual Fee	<b>689.71</b>
TESCO MOBILE (DD)	Parish Council Mobile Charge	<b>10.50</b>

11.2 – Bank Reconciliation at 15<sup>th</sup> July 2021 – Reserves at 15<sup>th</sup> July 2021 £25,832

## 12. Planning matters

### 12.1 – Planning Applications received

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
21/01304/F	2 Meadows Court, Bradmere Lane	Single Storey extension	Approve	
21/01343/F	Long View, High Street, Docking	Rear extension and garage extension	Approve	

### 12.2 – Planning Applications received after agenda published

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
21/01383/F	Chalfont House, High Street, Docking	Rear single storey extension, replacement windows and featheredge cladding to existing single storey dwelling	Approve	

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

- Paving Slabs at end of Pound Lane – receive an update

## 14. Close at 21.18

Proposed date of next meeting Thursday 16<sup>th</sup> September 2021