

## DOCKING PARISH COUNCIL – JANUARY 2022

Clerk: Mrs Michelle Wroth

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**I hereby give you notice that an Ordinary Meeting** of the above-named Parish Council will be held in The Pavilion, Docking Playing Field on Thursday 20<sup>th</sup> January at 7pm. All members of the Council are hereby **summoned** to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Docking Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session. The law does not permit members of the public and press to take part in the debates.

### Agenda

1. Welcome by the Chair

2. Public Session – Maximum time 15 minutes, 3 minutes for each person as per Standing Orders

3. Present and apologies

4. To receive declaration of interests on agenda items.

Please indicate whether the interest is a personal one or one which is also prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest the member may speak and vote on the matter. If a prejudicial interest is declared the member should withdraw from the room whilst the matter is discussed.

5. Confirmation of the minutes, General Meeting 18<sup>th</sup> November 2021

6. Agenda items

6.1 – Adopting Standing Order

6.2 – Adopting Financial Regulations

6.3 – Annual Review of Risk Assessment

6.4 – Review and update Parish Council Action Plan

6.5 – Pond Project – how to move forward

6.6 – Stanhoe Road Junction new suggested layout

6.7 – Royal British Legion S137 Donation for the 2021 wreath

6.8 – Adopt Pension Policy

7. Clerk Update

8. Correspondences received where decision to be made

8.1 – Letter from Allotment Association regarding the installation of a fence around the perimeter and new gates

8.2 – Email from the Architect detailing proposed new single storey dwelling, Bircham Road, Stanhoe

8.3 – Email from The Heritage Group

8.4 – Request for letter of support from the Playing Field Committee re: tennis court

9. Delegated Decisions made during the month

9.1 – December payments were approved

| Name                             | Business                       | Gross         |
|----------------------------------|--------------------------------|---------------|
| K and M (DD)                     | Streetlights Maintenance       | <b>29.06</b>  |
| Eon (DD)                         | Elec - November Charges        | <b>64.23</b>  |
| CGM (DD)                         | Grounds Maintenance for Month  | <b>97.67</b>  |
| Clerk (BACS)                     | Salary and Expenses – December | <b>834.64</b> |
| The Ripper Hall                  | Meetings                       | <b>28.00</b>  |
| TESCO MOBILE (DD)                | Parish Council Mobile Charge   | <b>10.50</b>  |
| Norfolk Pensions (Bank Transfer) | Pension Contributions          | <b>192.31</b> |

|             |                                   |              |
|-------------|-----------------------------------|--------------|
| NALC (BACS) | Operation London Bridge Training  | <b>30.00</b> |
| CGM (BACS)  | Verges – 14 <sup>th</sup> October | <b>49.20</b> |

## 10. Finance

### 10.1 To approve accounts for payment.

| Name                              | Business                           | Gross         |
|-----------------------------------|------------------------------------|---------------|
| K and M (DD)                      | Streetlights Maintenance           | <b>29.06</b>  |
| npower(DD)                        | Elec - December Charges            | <b>102.53</b> |
| CGM (DD)                          | Grounds Maintenance for Month      | <b>97.67</b>  |
| Clerk (BACS)                      | Salary and Expenses – January      | <b>592.38</b> |
| Salle Estate                      | Delivery charge for Christmas Tree | <b>48.00</b>  |
| TESCO MOBILE (DD)                 | Parish Council Mobile Charge       | <b>10.50</b>  |
| Norfolk Pensions (Bank Transfer)  | Pension Contributions              | <b>168.52</b> |
| R Goold (cheque)                  | Speedwatch Expenses                | <b>31.53</b>  |
| Norfolk Parish Training & Support | Internal Audit Course              | <b>49.00</b>  |

10.2 – Bank Reconciliation at 31<sup>st</sup> December 2021 – Reserves of £16,656

10.3 – Proposal of the 22/23 budget and approval of the precept

## 11. Planning matters

### 11.1 – Planning Applications received

| Ref. No     | Address   | Planning details   | Parish Council Decision |
|-------------|---|--|-------------------------|
| 21/02374/CU | Sunnydene, Well Street,<br>Docking                                    | Change of use from<br>Woodland to Residential<br>land<br><a href="#">Link to application</a> |                         |
| 21/02413/F  | Land between Fernie Cottage<br>and The Old Observatory,<br>Sandy Lane | Variation of condition 2<br>planning 20/00141/F<br><a href="#">Link to application</a>       |                         |
| 21/02441/F  | The Gables, Fakenham Road,<br>Docking                                 | Two storey side and single<br>storey rear extension<br><a href="#">Link to application</a>   |                         |

### 11.2 – Planning Applications received after agenda published

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

**Having regard to the confidential nature of the business to be transacted, the meeting is now not open the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960**

## 13. Tenancy agreement

## 14. Close

Proposed date of next meeting Thursday 17<sup>th</sup> February 2022

The agenda is issued Thursday 13<sup>th</sup> January 2022

Michelle Wroth – Parish Clerk

This agenda conforms to the Transparency Code 2015.