

DOCKING PARISH COUNCIL – MAY 2022

Clerk: Mrs Michelle Wroth

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1. Welcome by the Chair
2. Public Session - No members of the public attended the meeting
3. Present: Cllr Smith, Cllr Harris, Cllr Wroth, Cllr Meek, Cllr Able, Cllr Cooke, Cllr Waldie, Cllr Bennison, Cllr Sandell  
Apologies: Cllr Andreae, Cllr Crompton, Cllr Rout
4. To receive declaration of interests on agenda items – NONE
5. Confirmation of the minutes, General Meeting 28<sup>th</sup> April 2022 – Proposed Cllr Harris, seconded Cllr Wroth – decision carried
6. Matters arising
  - 6.1 – Stanhoe Road Junction – No update, carried to June
  - 6.2 – Dog Bin Pound Lane – License has been obtained, Clerk will order a new bin and Cllrs will install
7. Agenda items
  - 7.1 – Jubilee update – Update given, no further action
  - 7.2 – Neighbourhood Plan training update – carried to June Action: Cllr Smith to forward training slides to Cllr Bennison to read
  - 7.3 – Cage/Pound signage update – Discussion took place on the wording and size/shape of the plaque. Cllr Bennison proposed the 30cmx21cm sign with the discussed wording, Cllr Smith seconded – decision carried
  - 7.4 – Spending of funds set aside by C.Cllr Chenery for Highways or Environmental matters – Cllr Bennison proposed that the £1.6k goes towards the line markings for the Stanhoe Road junction and the remaining balance £900 from the CIL income. Cllr Waldie seconded – decision carried
  - 7.5 – Location for the COVID plaque received in April – Action: Clerk to place inside the Parish Notice board
  - 7.6 – Decide on the Councils NALC Representative – This will stay with the Chair
  - 7.7 – Pedestrian Crossing, Well Street – Discussion took place, no further action
8. Borough and County Councillor updates
  - 8.1 – Borough Councillor update – Cllr Sandell attended the meeting and gave an update which covered the Annual Borough Mayor making ceremony, jubilee grants, how she will be presenting all children at Docking Primary school with a Jubilee Coin which BCKLNW have purchased and spoke about how BCKLWN are working with Alive West Norfolk to help and support visitors and residents to low-cost sport activities throughout the summer.
  - 8.2 – County Councillor update – Cllr Chenery was unable to attend
9. Correspondences received where decision to be made
  - 9.1 – Email received regarding the Parish Council holding a register of Second Homes and contact details – A notice will be placed in the Docking Exchange suggesting second homeowners have a local resident in place as a keyholder to check the property.
  - 9.2 – Email received asking for details to be published about how to contact the Council and the responsibilities of the Parish Council – Details of how to contact the Parish Council will be published in the Docking Exchange, also details are available on the Parish Council website including responsibilities of the 3 levels of Councils.
10. Delegated Decisions made during the month - NONE
11. Finance
  - 11.1 To approve accounts for payment. Cllr Smith proposed, Cllr Harris Seconded – decision carried

Name	Business	Gross
K and M (DD)	Streetlights Maintenance	29.06

npower(DD)	Elec - April Charges	<b>81.45</b>
CGM (DD)	Grounds Maintenance for Month	<b>104.99</b>
Clerk (BACS)	Salary and Expenses – May	<b>603.27</b>
TESCO MOBILE (DD)	Parish Council Mobile Charge	<b>10.50</b>
Norfolk Pensions (Bank Transfer)	Pension Contributions	<b>162.75</b>
CGM (BACS)	Village Green maintenance 28/04	<b>15.00</b>
NALC (BACS)	Annual Subscription	<b>247.54</b>
Joanne Raby (BACS)	Internal Audit 2021/2022	<b>75.00</b>

11.2 – Bank Reconciliation at 30<sup>th</sup> April 2022 – Reserves of £29,942 - Noted

11.3 – Approval of the Annual Governance Statement 21/22 – Cllr Smith proposed, Cllr Bennison seconded – decision carried

11.4 – Approval of the Accounting Statements 21/22 – Cllr Bennison proposed, Cllr Waldie seconded – decision carried

## 12. Planning matters

12.1 – Planning Applications received - NONE

12.2 – Planning Applications received after agenda published

<b>Ref. No</b>	<b>Address</b>	<b>Planning details</b>	<b>Parish Council Decision</b>
22/00678/O	Dunroming, Bircham Road, Stanhoe	Proposed single storey dwelling	Object

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

- Solar speed signs
- Jubilee update
- Action Plan update from Village Survey
- Litter bins
- Tenancy agreements – confidential item

## 14. Close at 19:53

Proposed date of next meeting Thursday 16<sup>th</sup> June 2022