

DOCKING PARISH COUNCIL – FEBRUARY 2023

Clerk: Mrs Michelle Wroth

Tel: 07591 514580

Email: docking.council@gmail.com

1. Welcome by the Chair

2. Public Session – 2 members attended the meeting the topics which they raised were:

- Council communications and agenda including the use of the noticeboard,
- 6.2 – Asking if the 2 ponds found on the new Heartwood site would become the responsibility of the Parish Council to maintain. Cllr Smith confirmed that these ponds would not be passed to the Parish Council and will be managed by the site via a management/service charge,
- 7.8 – the member of the public stated that when the bus stops on Harewood this blocks the access to the back of the houses.

3. Present: Cllr Smith, Cllr Harris, Cllr Meek, Cllr Rout, Cllr Cooke, Cllr Crompton

Apologies: Cllr Wroth, Cllr Bennison, Cllr Able, Cllr Waldie

4. To receive declaration of interests on agenda items – Cllr Harris planning application 22/02305/F

5. Confirmation of the minutes, General Meeting 17th January 2023 – Amendment to 7.5 Cllr Harris proposed that the bus stop is moved further down Well Street at the cost of NCC. Cllr Harris proposed the minutes with the amendment, Cllr Meek seconded the motion – decision carried.

6. Matters arising

6.1 – Litter bins – No update

6.2 – Village ponds – Insurance details have been received for the driver that went into the pond on Sedgeford Road.

NCC have stated that the railings will be completed in the Summer this is as the wall needs to be rebuilt and this needs to be when less water is in the pond – after the railings have been installed the water can be tested to ensure it is safe from contamination, if this needs to be emptied a claim will be made. Danger signs have arrived, clamps are required to secure them. Action - Cllr Harris to draft a letter to the insurance company advising them. Clerk to investigate and order clamps for the signs for the ponds.

6.3 – Community Hot-Spot funding – The community hotspot has been running for 10 weeks, unfortunately there have not been many attend so the decision has been made to stop close the hot-spot. The grant can be returned to Community Foundation, once all expenditure has been finalised Clerk will contact Norfolk Community Foundation (NCF)

6.4 – GOV.UK email addresses – Carry forward

6.5 – Defibrillator and CPR training – Two training sessions took place on Sunday 19th February. 21 people attended, 14 members of the parish, 4 Cllrs and 3 from outside the parish.

6.6 - Defibrillator management – The Clerk has a login so can now see the maintenance log and details of when the parts need changing so can expect invoices to be received.

6.7 – Open green spaces tendering – The tender had been issued, to date 1 company have declined to offer to bid for the tender, 2 quotes have been received – the closing date is end of February.

6.8 – Removal of the toilet on the ORG – The Clerk has contacted a number of contractors to complete this work, currently only one quote has been received. Clerk to look to see if two further quotes can be received prior to the March meeting

7. Agenda items

7.1 – Allotments discuss and decide on how to manage the site and vacant plots – Currently 2 plots are vacant but have not been left in a good condition, another 2 plots have not been renewed however they have been worked on recently. Currently there is not an Allotment Policy, Cllr Harris will draft and circulate for approval at a future meeting. There is a waiting list for Allotments, Cllr Cooke proposed that due to the current state of the vacant plots that these are offered to those on the waiting list in order and be free of charge until renewals in October

as they will need to spend time clearing and preparing the areas to be able to start using. Cllr Harris seconded the motion – decision carried.

- 7.2 – King Charles III Coronation – The annual litter pick will be held 23rd April ahead of Coronation Day this will be advertised in the Docking Exchange
- 7.3 – Hedge/Boundary plot at Manor Holds, Station Road – The plans online show that the hedge removed will be replaced
- 7.4 – Council Elections and New ID requirements – Photo ID will be required when voting from the May elections, an article will be placed on the notice board, social media and within the Docking Exchange so residents can apply for an ID card if required.
- 7.5 – Fishing Club – Mental Health Day – no further details received
- 7.6 - Notice Board replacement glass – Mr Thorpe has detailed the materials required to replace the glass. Mr Thorpe will replace to no cost to the Council if Council cover the costs of the materials. Cllr Rout will get a quote for the glass.
- 7.7 – Appointment of Internal Auditor 22/23 – Cllr Meek proposed that Jo Raby be appointed as the 22/23 Internal Auditor, Cllr Crompton seconded – decision carried – Action – Clerk to make contact to arrange suitable dates
- 7.8 – Relocation of the Bus stop, Well Street – Highways responded stating that if the bus-stop is to be moved the Parish Council would need to cover the costs involved which would be approximately £5,000. Council agreed that they could not cover this cost. Action – Clerk to update resident.

8. Borough and County Councillor updates

- 8.1 – Borough Councillor update - Cllr Sandell provided a written report as unable to attend the meeting. The report included that she has been working with officers on the cost-of-living crisis within her remit as Cabinet Member for People and Communities. Cllr Sandell is Chair for the Kings Lynn Health and Wellbeing Board and sits on the Integrated Cre Systems Board and County Hall.
BCKLWN has given £15,000 to the foodbank in Kings Lynn to provide energy vouchers to families in need. The foodbank has seen a massive rise, you cannot turn up and request a food parcel as you need to be referred by an outside agency. Residents that are struggling with the crisis can contact the Council via www.west-norfolk.gov.uk/costofliving or telephone 01553 616200.
- Various funding opportunities are available at the moment, and these can help support events for the Kings Coronation, purchasing defibrillators, Jacks Windfarm, and the CIL funding.
- 8.2 – County Councillor update - None

9. Correspondences received where decision to be made

- 9.1 – Email received about dog mess along Station Road – Cllr Smith will arrange for an article to be placed in the Docking Exchange with details of who to contact if you see a dog walker not clearing up after their dogs.
- 9.2 - Email received from member of public that has cut the fallen Willow Tree from Stanhoe Road pond (27th January) – Clerk will contact the Contractor originally appointed to remove the fallen Willow and ask them to come and remove the wood. The Clerk will contact the land owner to make him aware of this. Clerk to write to the member of the public to update on this matter and to reiterate that no one should be entering the pond area or removing trees. Council will make decisions on these matters and will arrange for contractors to complete the work to ensure that Health and Safety guidelines are followed, and that appropriate insurance is in place.
- 9.3 - Email received from member of public that has cut the fallen Willow Tree from Stanhoe Road pond (31st January) – As 9.2 above

10. Delegated Decisions made during the month – NONE

11. Finance

- 11.1 To approve accounts for payment. Cllr Smith proposed the payments, Cllr Harris seconded – decision carried.

NAME	BUSINESS	GROSS
K AND M (DD)	Streetlights Maintenance	29.06
NPOWER(DD)	Elec - Charges Jan	63.32
CGM (DD)	Grounds Maintenance for Month	104.99
PAYROLL(BACS)	Salary, Expenses & PAYE – Feb	632.85
TESCO MOBILE (DD)	Parish Council Mobile Charge	10.50
NORFOLK PENSIONS (BACS)	Pension Contributions	178.29
CGM (BACS)	Clearing fallen leaves around Church Place (03/01)	90.00
DOCKING PLAYING FIELD COMMITTEE (BACS)	Hotspot Electric Charge and premise rental – Jan'23	42.00

11.2 – Bank Reconciliation at 31st January – Reserves of £22,755 - Noted

12. Planning matters

12.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
22/02305/F	White House Cottage, Station Road, Docking	Conversion of two cottages into one with extension and alterations (link to application)	5 in favour – 1 abstain due to declaration of interests
23/00199/F	Manor Holds, Sandy Lane, Docking	Variation of condition 2 from application 20/01595/F (link to application)	Approve

12.2 – Planning Applications received after agenda published

Ref. No	Address	Planning details	Parish Council Decision
23/00229/F	Cedar Lodge, Sedgeford Road, Docking	Proposed front, rear and side extensions with internal alterations	Approved

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

- Parked car in front of bench at Stanhoe Road junction
- Tett Turrets
- Communication/Agendas
- Conservation Statement
- Field off Sandy Lane

14. Close at 20.01

Proposed date of next meeting Thursday 16th March 2023