



**Minutes of the meeting of Knapton Parish Council held on the 5th November 2024,  
7:30pm, Knapton Village Hall**

**Those present:** Jackie Hall, John Lawton and Zillah Austin,. After co-option, John Claydon, Kelly Adams, Julie Myhill

**Public:** 12 members of the Public and District Councillor Peter Neatherway

**1. To receive Apologies for Absence.**

a. To consider and agree apologies for absence  
None received

**2. Declarations of Interest and requests for dispensations**

a. To consider and agree declarations of interest and requests for dispensations  
None received

**3. Minutes of previous meetings**

a. To agree and sign the minutes of the Council Meeting held on the **2nd July 2024**  
Council agreed to amend the resolution to consider and agree the minutes of the Council meeting held on the **3rd September 2024**  
The minutes of the meeting held on the 3rd September 2024 were considered, agreed and signed at the meeting

**4. Co-option**

**a. To consider and agree the Co-option policy**

Council considered and agreed the Co-option policy with one amendment and this was signed at the meeting

**b. To Consider and agree applications for persons to be co-opted onto Knapton Parish Council to fill the 4 councillor vacancies**

Council considered and agreed the applicants for the 4 councillor vacancies

Vacancy One: Kelly Adams was proposed for vacancy one, no other names being put forward, council agreed to Co-opt Kelly Adams to fill this position on the council

Vacancy Two: John Claydon was proposed for vacancy two, no other names being put forward, council agreed to co-opt John Claydon to fill this position on the council

Vacancy Three: Julie Myhill was proposed for vacancy three, no other names being put forward, council agreed to co-opt Julie Myhill to fill this position on the council

Vacancy Four: Keith Lawrence was proposed for vacancy four, a further proposal was received to defer the decision on this vacancy to a future meeting as there had been a further applicant who was unable to attend the meeting. With neither proposal obtaining a majority vote Vacancy four remained vacant.

**5. Matters arising from previous meetings**

**To report on progress on items from previous meetings. No decisions may be taken**

a. The Old School Playing Field - Application filed with the Land Registry who advised that the registration should be completed by 12th February 2026

b. Playground - On going

c. Fencing - Pond - Restorative Justice will be installing the fencing in December

**6. Finance**

a. To consider and agree the bank reconciliation of accounts

Council considered and agreed the bank reconciliation of accounts

b. To receive the current year's budget update and consider the budget for the next financial year and set the precept

Council agreed to defer this item until December so that the new councillors had time to be able to read the information

c. To consider and agree if to subscribe to parish online

Council agreed not to subscribe to Parish Online

d. To consider and agree payment for new website

Council agreed to pay for the New Hugo Fox website for the Council and for Cllr Lawton to

make arrangements for the transfer to take place, he was also given delegated authority to deal with the email accounts and to liaise with the previous Website provider

e. To consider and agree Payments and receipts

Council considered and agreed the following payments and receipts

PAYMENTS			
Date	Payable to	Description	Amount
30.04.2024	D Revell	Salary	£292.53
30.04.2024	HMRC	Tax and National Insurance	£5.20
14.04.2024	Adelaide Carpentry	Bus Shelter Repairs	£180.00
07.05.2024	R Canwell	Internal Audit	£25.00
07.05.2024	D Revell	Expenses	£9.59
30.05.2023	D Revell	Salary	£292.53
30.05.2023	HMRC	Tax and National Insurance	£5.20
RECEIPTS			
23.04.2024	NNDC	Precept	£4,000.00

f. To receive an update on the grant to complete the Pond works

No update available at this time

7. **Policies, Documents, Councillor Reports and Training**

a. To consider and agree the 5 year plan for Knapton Parish Council

Council agreed to defer this item until December so that new councillors had time to be able to read the information

8. **Planning**

To consider and agree any planning applications received

a. To receive presentation regarding a proposed planning application for Straithern Farm, Knapton Rural Solutions handed out plans of the proposed residential property and gave a brief description of what the project aimed to achieve and the reasons behind it. A short discussion with the council and members of the public took place. They were happy to answer any questions raised during the evening or in the future, any further questions please email the clerk and these would be passed on. The planning application for this property would likely be submitted to NNDC in the next couple of months.

9. **To report any other business**

***Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council***

Cllr Hall reported that the tree that had fallen down at Green Lane had been removed

10. **Correspondence**

**To consider any correspondence and agree responses thereto**

a. To consider and agree where to plant trees awarded from the Woodland Trust

Council agreed to carry out a site meeting to discuss where the trees should be planted

b. To consider and agree actions regarding the Bus Stop on Mundesley Road, email from Cllr Neatherway

District Councillor Neatherway reported that he had managed to secure funding to provide all the necessary works in order for the bus stop on the Mundesley Road to be made official. Kerbs, Yellow Bus Stop markings, signage, a trod path and a new bus stop would be installed, with no cost to the parish. It is hoped that the trod path would make it safer for people to get to the bus stop and the additional signage and road markings would help to slow down traffic in the area

11. **Public Participation time**

*The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public to speak, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak.*

***Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.***

District Councillor Neatherway reported on the Government's plan to add another 960 houses to what has already been agreed for Norfolk. There are currently 40 sites on hold because of Nutrient Neutrality issues

A discussion was held about the Road Safety scheme for Swafield. It appears that not all parishioners had received the letter from highways relating to the scheme. This will be made available on the Parish Council Website and there is a copy on the noticeboard.

The main points of the scheme were Pond lane speed reduced to 30mph, Knapton to Mundesley Road speed reduced to 50mph, Knapton speed limit reduced to 30mph Village gates to Knapton Green) and the road from Knapton green to Swafield reduced to 40mph.

County Councillor Maxfield sent his apologies, his report will be added to the website

Members of the audience raised the following issues

Land Registry queries regarding restrictive covenants, the Old School Playing Field, council are still investigating the issues

Playground equipment upgrade - Public consultation will be undertaken by the Parish Council

Bike rack - the bike rack at the car park is under utilised, could this be moved to the Wilds Way bus stop - Council will look into the possibility of it being moved

Pond Wilds Way - Public consultation will be undertaken by the Parish Council

MADRA - Knapton Parish Council being a member. Advice will be sought from the Charity Commission/other organisations

12. **Date of Next Meeting**

**To confirm that the date of the next meeting of the Parish Council will be on 3rd December 2024, 19:30 Knapton Village Hall**

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