Knapton Parish Council

Working for a better tomorrow

27th October 2026

Dear Sir/Madam

You are hereby summoned to attend the **Parish Council Meeting** of Knapton Parish Council to be held at the **Knapton Village Hall** on **3rd November 2026**, **7:30 pm** to transact the business listed on the agenda below.

Yours faithfully,

Denise Revell

AGENDA

Every meeting of the Council is open to the public except where the council resolves to exclude the public from all or part of the meeting on the grounds that publicity would be prejudicial to the public interest by the confidential nature of the business.
Members of the public have no right to speak at a parish council meeting unless the council authorises this. *Public Bodies (Admissions to meetings act 1960).* *Should a member of the public wish to ask a question, highlight an issue, or comment on anything on the agenda please contact the clerk so appropriate time can be allocated for you to speak*

1. **To receive Apologies for Absence.**
   a. To consider and agree any apologies for absence received
2. **Declarations of Interest and requests for dispensations**
   a. To consider and agree declarations of interest and requests for dispensations
3. **Minutes of previous meetings**
   a. To agree and sign the minutes of the Ordinary Council Meeting held on the 1st September 2026
4. **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 - Response due by February 2026 - still no further information available regarding this matter
   b. Playground Inspection - 1 piece of equipment has been removed - Remaining slide and wooden structure still to be removed from the second piece of equipment. Once this work has been carried out there will only one piece of equipment, the large climbing frame, remaining.
   c. Trees behind Wilds Way - Awaiting works to be carried out
   d. Grit Bin Car Park - ongoing

e. Hope Garden Plans

f. No dogs allowed and No Climbing Trees signs have been installed at the entrances to the Parish Land. Thank you to Cllr Bullock for arranging the installation

g. Bin locations - awaiting NNDC to provide the information

5. 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.

a. District Councillors Report

b. County Councillors Report

c. Civil Nuclear Constabulary/Police Report

6. Finance

a. To consider and agree the bank reconciliation of accounts

b. To receive the Budget update and consider any additional items that need to be Added. To arrange a date if needed to discuss the budget proposals.

- Grass Cutting Quotes
- External Auditor Fees
- Election Costs

c. To consider and agree Payments and receipts

Section 101(1)(a) of the Local Government Act 1972 permits the Council to delegate financial authority to the Clerk. In accordance with the Council's **Financial Regulations**, the Clerk may also authorise urgent or routine payments between Council meetings, with details of such payments subsequently reported to the Council for noting and approval.

d. NNDC invoice - bin emptying - to consider any further actions regarding the incorrect invoice - Awaiting Credit note for the difference in the overcharged amount.

e. To consider and agree appointment of the Internal Auditor

f. To consider and agree actions regarding the tree works, Wilds Way

7. Policies, Governance Documents and Councillor Training

a. To consider and agree the Council's Standing Orders

b. To consider and agree the date for Councillor Training

c. Update on Councillor profiles

d. To consider and agree new Council letter/document heading

8. Parish Council Matters

8.1 Allotments – Management, Maintenance and Matters Arising

a. To receive update on allotment site inspection

b. To consider and agree the Allotment CCTV policy

8.2 Play Area and Parish Land

To receive any updates

a. To receive update from the Questionnaire and agree to location of new playground equipment

b. To agree maintenance of the Parish Land

8.3 Pond

a. To receive any updates regarding the pond area

b. To consider ongoing responsibility for the pond area

8.4 Woodland Area

a. To receive any updates regarding Woodland Area

8.5 MADRA

a. To agree a way forward regarding MADRA

8.6 SAM2 Data

a. To receive SAM2 data and agree on processes for reporting it to the relevant authorities

8.6 Other Matters

a. Footpath Audit - to receive any updates

9. Planning

To consider and agree any planning applications received

None received

10. Events

a. To receive updates on this year's Christmas trees

11. Matters for Future Agendas

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

12. Correspondence

To consider any correspondence and agree responses thereto

a. Email from Parishioner regarding Council processes

b. Email from Parishioner about redaction of their details from meetings in 2023, and to agree if old minutes published on the website need to be redacted and republished

13. Date of Next Meeting

To confirm that the date of the next meeting will be on 5th January 2027 7:30 pm, Knapton Village Hall