



Knapton Parish Council

Working for a better tomorrow

Minutes of the meeting of Knapton Parish Council held on the 1st September 2026,
7:30pm, Knapton Village Hall

Present: Susan Bullock, Duncan Cargill, Bianca Cini, John Lawton (Chairman), Keith Lawrence and Julie Myhill

1. To receive Apologies for Absence.

a. To consider and agree any apologies for absence received
Cllr A Cargill sent his apologies

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 Ordinary Council Meeting held on the 7th July 2026
The minutes of the meeting of 7th July 2026 were agreed and signed. Cllr Lawrence stated that he did not consider them to be a true reflection of items discussed.

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. Pond - Dredging work carried out July 2026
- c. Playground Inspection - 1 piece of equipment has been removed - Remaining slide and wooden structure still to be removed from the second piece of equipment. There is only one piece of equipment, the large climbing frame, remaining.
- d. Trees behind Wilds Way - Awaiting works to be carried out
- e. Grit Bin Car Park - ongoing

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

Cllr P Neatherway reported that it was quiet at NNDC but they would like as many people as possible to complete the Connectivity Survey that has recently been advertised, as much information as possible is needed so an understanding of what people can and cannot do with their mobile phones. In some areas there is no coverage at all and not even 999 calls can be made. All of the existing data appears to contradict itself. Cllr Neatherway spoke about the sink hole that had recently opened up and has contacted Highways to get proper road diversions in place

b. County Councillors Report

Cllr Mal Gray also spoke about the mobile phone survey, and introduced Cllr Lucy Shires, Deputy Leader of NNDC. A brief update on Devolution was delivered, but although preparations are being undertaken, there was nothing else to report at the present time

c. Civil Nuclear Constabulary/Police Report

Apologies were received from the CNC, who had nothing to report

A parishioner reported that Sainsbury's and Tesco delivery vans, when following sat-nav are being directed down the Loke by the Village Hall. This is a no through road and has a bollard half way down to stop traffic. Cllr Gray will look into this matter.

The council received a report from a parishioner regarding speeding motorbikes along Hall Lane and the Mundesley Road, they were asked to send the details into the clerk who would see if it was possible for the Police to carry out patrols.

The Playing field opened in 1953, it was used as the school playing field until the school closed in 1982. The Local Authority paid for the maintenance of the area whilst it was being used by the school. The first Madra lease was issued in 1985, the second in 2020

A parishioner stated that Anglian Water used to be responsible for the pond as it was used to discharge the water tower.

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

- **Grass Cutting Quotes**

No further quotes had been received. The present quotes received were between £2000 and £3600, councillors were given a summary of quotes received

A parishioner asked why the council were considering paying to have the grass cut when MADRA currently do it at no cost to the parish. It was explained that the MADRA lease would come to an end in May 2027

- **External Auditor Fees**

As the council has been successful in obtaining grants for new play equipment, it takes them over the £25000 threshold and an external audit will need to be budgeted for, this would be in the region of £200

- **Election Costs**

Parish Council elections will be taking place in 2027, the council needs to budget for this, should there be more candidates than available spaces then there will need to be a contested election, the cost for this would be between £1000-£2000. An uncontested election would be a lot less

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.

The following payments and receipts were agreed by the Council

PAYMENTS AND RECEIPTS			
Date	Payable to	Description	Amount
03.09.2026	Knapton Village Hall	Hall Hire	£24.90
03.09.2026	Knapton Village Hall	Hall Hire	£12.00
03.09.2026	LCN	Domain Fees	£46.79
03.09.2026	C B Arnold Ltd	Pond Clearance	£756.00
03.07.2026	D Revell	Salary	£372.25
30.08.2026	D Revell	Salary	£372.25
03.09.2026	D Revell	Back Pay	£243.10
RECEIPTS			
05.08.2026	National Lottery	Grant Play Equipment	£20,000.00

Huge thanks were given by the Council to Cllr Cini for applying for and obtaining grants for the upgrade of the play area

d. NNDC invoice - bin emptying - to consider any further actions regarding the incorrect Invoice

The invoice was discussed by council and although this has been chased by the clerk, the issue still exists. Cllr Lucy Shires offered to look into the matter on behalf of the council.

7. Policies, Governance Documents and Councillor Training

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

This item was deferred to the next meeting

b. To consider and agree the Council's Financial Regulations

The Council agreed to adopt the Financial Regulations

c. To consider and agree the Council's Code of Conduct Policy

The Council agreed to adopt the Code of Conduct Policy

d. To consider and agree the Council's GDPR Policy

The Council agreed to adopt the GDPR Policy

Cllr Lawrence would like, in future, to know where policies originate from, he abstained from voting on the policies discussed at the meeting as he had not read them

e. To consider and agree Councillor Training

The council agreed to undertake Councillor Training with NPTS, dates to be agreed

f. Update on Councillor profiles

Councillors were reminded about submitting their councillor profiles to the clerk.

Cllr Lawrence asked if this was compulsory, and it was explained that it was voluntary

g. To consider and agree new Council Letter/Document Heading

Three options were considered, the council narrowed the selection down to two designs

h. To consider and agree any actions regarding articles published in the Village News on behalf of the Council

In future the council agreed that the Chairman's report must only be factual and contain no opinion

i. To consider and agree Council Member Responsibilities

Council member responsibilities were agreed and the completed form would be circulated to councillors and put on the website

8. Parish Council Matters

8.1 Allotments – Management, Maintenance and Matters Arising

a. To receive update on Allotment site inspection

The allotment inspection had been carried out but on this occasion no council member was present. The Councillor responsible for Allotments would be in touch with the allotment society soon.

b. To consider and agree actions regarding Pest Control at the allotments

Allotment holders had taken this into their own hands as they did not want to keep asking the Parish Council for money to deal with the problem. They reported that they believe that this is now under control

c. To consider and agree Allotment fees

The council agreed not to raise the allotment fees as charges were in line with other parishes,

8.2 Play Area and Parish Land

To receive any updates

a. To consider relocation of the Play Area

This will be agreed after the questionnaire has been circulated

b. To consider and agree actions regarding the Questionnaire

The council agreed that Cllr Bullock and Cllr Cini would circulate the playground questionnaires and collate the information received

c. To agree any actions regarding installation of new equipment

This will be agreed after the questionnaire information had been collated

d. To agree maintenance of the Parish Land

This item was discussed briefly during discussion of the budget.

Several parishioners raised concerns that removing MADRA from cutting the grass and using the area would cost the parishioners money by a possible raise in the precept

8.3 Pond

- a. To receive any updates regarding the Pond Area

The pond area has been dredged. This was carried out by a contractor in conjunction with permission from appropriate authorities

8.4 Woodland Area

- a. To receive any updates regarding Woodland Area

Woodland inspection carried out, no action was required

8.5 MADRA

- a. To receive any updates regarding MADRA
- b. To agree a way forward regarding MADRA

Items pertaining to MADRA were deferred to the next meeting

8.6 Other Matters

- a. Footpath Audit

A footpath audit will be carried out by Cllr Bullock and Cllr Cini

9. Planning

To consider and agree any planning applications received

None received

10. Events

- a. To consider and agree any actions regarding this years Christmas trees

The council agreed to purchase two Christmas trees from the same supplier as last year - the Clerk will order these and liaise with other organisations regarding lighting, decorating the trees and the provision of a qualified electrician

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 Trunch Parish Council regarding their Draft Neighbourhood Plan

The council agreed to submit no comment regarding this matter

- b. Email regarding possible creation of Hope Garden in Knapton

The council agreed to the provision of space for a Hope Garden, location to be agreed

- c. Email from Parishioner regarding Old School Playing Field and MADRA

Cllr Bullock and Cllr Cini would meet with the parishioner to discuss concerns

- d. Email from Parishioner regarding Council processes

Response to this email to be deferred until after councillor training

- e. Email regarding dogs on the Playing Field

The council agreed to purchase "No Dogs" signs which will be installed at the entrances to the Parish Land

- f. Letter regarding the Land Registry Application

Noted

- g. Letter from Parishioner regarding the July Minutes

Noted

13. Exclusion of Press and Public

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- a. To consider and agree response to Hansells Solicitors

The council resolved to take no further action regarding the complaint raised to Hansells regarding the preparation of the 2020 lease.

b. To consider and agree actions regarding the First Registration of the Old School Playing Field

The council agreed to chase the Land Registry for an update

14. Date of Next Meeting

To confirm that the date of the next meeting will be on 3rd November 7:30pm, Knapton Village Hall

Meeting Closed: 22:00pm

The Parish Clerk: Meadowcroft, Cromer Road, Mundesley, Norfolk, NR11 8DB
Telephone: 07900957888. Email: parishclerk@knaptonvillage.org
Website: www.knaptonvillage.org