



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

Present: Cllr Adams, Cllr Austin, Cllr Claydon, Cllr Lawton, Cllr Myhill,

Public: 14

Cllr Lawton proposed a vote of thanks to the outgoing Chairman, Cllr Hall, in recognition of her exemplary leadership, dedication, and herculean efforts in steering the Council through a particularly challenging period.

**1. Election of Chairman**

The council voted for Cllr Austin to be Chairman of the Parish Council

**2. Election of Vice Chairman**

The council voted for Cllr Lawton to be Vice Chairman of the Parish Council

**3. To receive Apologies for Absence.**

a. To consider and agree apologies for absence

None

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

a. To consider and agree declarations of interest and requests for dispensations

None

**5. Minutes of previous meetings**

a. To agree and sign the minutes of the Ordinary Council Meeting held on the 1st July 2025

The minutes of the meeting held on the 1st July 2025 were agreed and signed at the meeting

**6. Co-option**

**a. To Consider and agree applications for a person to be co-opted onto Knapton Parish Council to fill the councillor vacancy**

No applications received

**7. 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 - Additional paperwork submitted to the Land Registry to support the application

b.. Bus Stop - ongoing

c. Steps at Steadmans Hill (Railway Cutting) - Fixed

d. Playground Inspection - All equipment inspected - no problems found. The Gate at the entrance of the Playing Field needs replacing, a quote has been received - Cllr Claydon, along with others, will do a site visit to look at the gates with the possibility of the pedestrian access being put on the other side and the area from the road to the gates cleared and levelled.

**8. Finance**

a. To consider and agree the bank reconciliation of accounts

The bank reconciliation of accounts were agreed and signed at the meeting

b. To receive the budget update

The budget update was noted

c. To consider and agree Payments and receipts

The following payments and receipts were agreed

| PAYMENTS   |                          |                      |           |
|------------|--------------------------|----------------------|-----------|
| Date       | Payable to               | Description          | Amount    |
| 29.08.2025 | D Revell                 | Salary               | £329.72   |
| 30.07.2025 | D Revell                 | Salary               | £321.75   |
| 01.08.2025 | Clook                    | Email Hosting        | £120.00   |
| 15.06.2025 | Clook                    | Email Hosting        | £12.00    |
| 02.07.2025 | Woodpecker Tree Services | Tree Works Wilds Way | £280.00   |
| 01.07.2025 | Hugo Fox                 | Website              | £11.99    |
| 03.07.2025 | NNDC                     | Bin Emptying         | £1,538.16 |
| 09.07.2025 | Knapton Village Hall     | Hall Hire            | £12.00    |
| 02.09.2025 | D Revell                 | Expenses             | £14.00    |
|            |                          |                      |           |
| RECEIPTS   |                          |                      |           |

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

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

The council agreed to defer this item until the budget figures for next year were agreed

**10. Planning**

None

**11. Parish Council Matters**

a. To consider and agree sign for the playground

The Council agreed, subject to some minor adjustments that the Playground sign be ordered

b. To consider and agree circulating a questionnaire regarding the playground

The Council agreed, subject to some minor adjustments that the questionnaire be printed and circulated

c. To consider and agree relocation of the playground

This item was deferred until the results of the questionnaire were received

d. To give an update on safer routes to the playground

Anglian Water have agreed to open up the walkway from School Close to the Playing Field, once this area has been made safe, it will be opened up

e. To consider and agree signage for the Pond Area at Wilds Way

Subject to some minor amendments, the sign for the Pond Area was agreed

f. To consider and agree replacing the Bus Shelter at Wilds Way

The Council agreed to apply for the grant for a replacement bus shelter at Wilds Way

g. To consider and agree granting permission for UK Power Networks to cut back the trees near the Anglian Water entrance to the Playing Field

The Council agreed for the tree works to be carried out on the Playing Field

**12. Events**

None

**13. 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***

**14. Correspondence**

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

Request from a parishioner to fence off the Tree Area on the Hall Lane edge of the Playing Field

The Council agreed to measure up the area and get quotes for fencing off some of the area

Email regarding the Lease of the Playing Field - The Council discussed this matter and, once the paperwork had been collected from the solicitor, arrange an appointment to discuss the matter further with the sender of the email

**15. 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.***

Cllr Neatherway, North Norfolk District Council gave his report, he discussed the latest developments regarding devolution and spoke about the upcoming Environment Day to be held in Trunch

CNC Police reported that the transition from MOD Police to CNC Police had gone well and that they are still working closely with Norfolk Police, the area they cover had been increased and now includes Trunch and Mundesley

A parishioner asked if, in light of the recent antisocial behaviour at MADRA, if the council's risk assessment for the playground had included the problems - The Clerk would look into this and report at the next meeting

It had been reported that MADRA have installed CCTV Cameras on site - as this was not a parish council matter the resident was requested to speak to MADRA

A reaction to a post on Facebook regarding the vandalism at MADRA was queried, the clerk would make arrangements for the admin on facebook to be updated

A problem with the trees on School Close was brought to the attention of the Council, the clerk would write to Flagship regarding this matter

A discussion regarding the playground was raised and it was asked why Knapton could not have a Skate Park or pump track, this would be considered under the plans for the playground

**15. Date of Next Meeting**

**To confirm that the date of the next meeting of the Parish Council will be on 4th November 2025, 7:30pm, Knapton Village Hall**

**Meeting closed: 20.40**

The Parish Clerk: Meadowcroft, Cromer Road, Mundesley, Norfolk, NR11 8DB  
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