



**Minutes of the meeting of Knapton Parish Council held on the 1st April 2025, 7:30pm,
Knapton Village Hall**

Those present: John Lawton (In the chair), Zillah Austin, Kelly Adams, Julie Myhill

Public: 9 members of the Public, District Councillor Peter Neatherway

1. **To receive Apologies for Absence.**
 - a. To consider and agree apologies for absence
Cllr Claydon sent his apologies and they were accepted by the council
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 4th February 2025
The minutes of the meeting held on the 4th February 2025 were agreed and signed at the meeting
4. **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
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 - Response due by February 2026
 - c. Playground - Update on Playground Inspection Report and any agreed actions - information reported under item 10
 - d. Bus Stop - ongoing - Work should be completed by the end of May
 - e. Broken Dog Bin, Paston Road - This item has been repaired
 - f. Steps at Steadmans Hill (Railway Cutting) - Cllr Austin will check to see if work has been carried out
 - g. No Heavy Goods Vehicle sign at Hall Lane/North Walsham Road Junction - ongoing
6. **Finance**
 - a. To consider and agree the bank reconciliation of accounts
The council considered and agreed the bank reconciliation of accounts
 - 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 by the council

PAYMENTS

Date	Payable to	Description	Amount
07/01/2025	D Revell	Salary	£321.75
17/01/2025	Hugo Fox	Website	£11.99
23/01/2025	HMRC	Tax	£27.40

30/01/2025	D Revell	Salary	£321.75
31/01/2025	Unity Bank	Bank Charges	£6.00
17/02/2025	Hugo Fox	Website	£11.99
28/02/2025	D Revell	Salary	£321.75
28/02/2025	Unity Bank	Bank Charges	£6.00

RECEIPTS

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

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

The council agreed year one of the plan but deferred the decision regarding the other years to a later date. It was agreed for a working party to meet and come up with a proposal

b. To consider and agree the Council's Social Media Policy

The council considered and agreed the Council's Social Media Policy

c. To consider and agree Council's Risk Management Policy

The council considered and agreed the Risk Management Policy

d. To consider and agree the Council's Tree Management Policy

The council considered and agreed the Council's Tree Management Policy

e. To receive the SAM 2 data report

The SAM 2 machine is currently not recording data in the correct format, once this issue has been resolved the council agreed to publish the data

f. To consider and agree adopting Speed Watch scheme in Knapton

Cllr Austin agreed to design a poster to canvas for volunteers

g. To consider and agree the representative for NALC

The council agreed to put forward the name of someone, outside of the council, to be put forward to be considered for Liaison Officer for NALC

8. **Planning**

NONE

9. **Events**

To consider and agree VE Day 80th Anniversary Celebrations

The council agreed the Risk Assessment, Poster and format for the Beacon Lighting to be held on the 8th May 2025

The council also agreed to hold an event for the Children on Sunday 11th May 2025 for VE Day

10. **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 Myhill gave a report regarding proposals for new play equipment for the Council land at MADRA

The Tall Climbing frame and part of the smaller climbing frame are to be removed as both units are uneconomical to repair

A parishioner has offered to take on the editorial role for the Knapton News and would be looking for volunteers to help them with the task

Cllr Austin gave feedback from the meeting she attended with MADRA, as soon as permission was granted her notes would be published on the Website

11. **Correspondence**

To consider any correspondence and agree responses thereto

a. **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 Peter Neatherway reported that the change in speed limits for the roads from Knapton to Swafield, the work would begin on Monday. He also reported that the hedge by the Grove would be cut back to allow visibility for motorists and there would be additional chevrons installed at several points on the roads in Knapton and some new signage regarding the sharp bend

Cllr Neatherway also spoke about the new housing developments at North Walsham and potential section 106 money

A parishioner asked if the MADRA EGM poster could be added to the website, this was agreed

The question regarding membership with MADRA and their cooperation was raised and the council advised them to raise any concerns with MADRA and the charity commission

12. Date of Next Meeting

To confirm that the date of the next meeting of the Parish Council will be on 6th May 2025, 7:30pm, Knapton Village Hall

Meeting Closed: 8:30pm

The Parish Clerk: Meadowcroft, Cromer Road, Mundesley, Norfolk, NR11 8DB
Telephone: 07900 957888 :: Email: parishclerk@knaptonvillage.org
Website: <https://www.hugofox.com/community/knapton-parish-council-20696>

