KNAPTON PARISH COUNCIL, COUNCILLOR RESPONSIBILITIES

CHAIRMAN	JOHN LAWTON
VICE CHAIMAN	BIANCA CINI
CLERK/RFO/PROPER OFFICER	DENISE REVELL

KNAPTON PARISH COUNCIL OFFICERS		
LINKED WITH	**NAME OF COUNCILLOR**	**ROLE**
ALLOTMENTS		To manage and maintain links with the allotment society
FOOTPATHS		To monitor, manage and promote the use of footpaths local to Knapton
FLAGSHIP		To maintain a dialogue and protect parish interests with Flagship Housing
GRANTS		To obtain grants on behalf of the Parish Council

WEBSITE MANAGEMENT	Clerk and John Lawton	To update and maintain the website
EMAIL ACCOUNTS	Clerk and Chairman	
FACEBOOK	Clerk, Chairman and Vice Chairman	To keep the Facebook page up-to date
COMMUNITY LIAISON		To attend the Police Meetings and report back to council
MADRA		To develop closer links with MADRA
PLAYGROUND INSPECTIONS	Clerk (Playground inspection training undertaken)	To undertake visual inspection of the area to check for any Health and Safety Issues
WOODLAND AREA INSPECTIONS	Clerk	To undertake visual inspection of the area to check for any Health and Safety Issues
SAM 2 - SPEED DETECTOR	John Lawton	To undertake moving, charging and downloading data
FIVE YEAR PLAN		To monitor and evaluate the 5 year plan
VILLAGE PLAN		To update the Village Plan
EMPLOYMENT		To manage and oversee staffing and employment issues on behalf of the counc

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GDPR POLICY

Knapton Parish Council and your privacy

Knapton Parish Council takes your privacy very seriously and is committed to keeping your personal data safe, secure and up to date, and will not keep it for longer than necessary. The information that you provide us with, or that is gathered automatically, helps us to monitor our services and provide you with the services that you are entitled to as a local parishioner or visitor to our website.

When using your personal data, we are regulated under the **General Data Protection Regulation** (**GDPR**) which applies across the United Kingdom and the European Union.

Purpose of this policy

This policy applies to all personal data collected by, and on behalf of, Knapton Parish Council. It clearly explains our duties and responsibilities with regards to your personal information and GDPR and It identifies the means by which we will meet our obligations to councillors, staff and the public.

Please read it carefully as it contains important information on who we are and how and why we collect, store, use and share your personal data. It also explains your rights in relation to your personal data and how to contact us or supervisory authorities in the event that you have a complaint.

Key Terms

We thought it might be helpful to start by explaining some key terms used throughout this document.

- Who are we?
  Throughout this document, *we*, *us* & *our* all refer to **Knapton Parish Council**
- Personal Data
  Personal Data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be direct using the data itself or by combining it with other information that Knapton Parish Council possesses, or can reasonably access, which helps to identify a living individual
- Special Category Personal Data
  - this is personal data which reveals racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs or trade union membership
  - genetic and biometric data
  - data concerning health, sex life or sexual orientation
- Data Processing
  Data processing is any activity that involves the use of your personal data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties.

- Processing Personal Information
  We do not trade personal data for commercial purposes.
- We will only disclose it if,
  - o required by law
  - o it is necessary to arrange a service that you have requested
  - o it is with your full knowledge and prior consent
- Information you give us
  This is information which you provide to us by filling in forms on our website or by corresponding with us by phone, email, virtual meeting or otherwise. It may be provided by you when,
  - o using our website
  - o requesting services from us, such as the Knapton Angels
  - o registering to receive information and newsletters, such as the Knapton News
  - o requesting us to contact you for any reason
  - o reporting an issue or problem

This information may include your name, address & postcode, email address and phone number(s)

Your rights and your personal data

GDPR gives rights to every individual with respect to their personal data, with some enhancements to those rights already in place. These rights are,

1) the right to be informed
2) the right of access to the personal data we hold on you.
   a) at any point you can contact us to;
      i) request the personal data that we hold on you
      ii) ask why we have that personal data
      iii) ask who has access to the personal data
      iv) ask where we obtained the personal data from
   b) there are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee
3) the right to correct and update the personal data we hold on you
   a) if the data we hold about you is out of date, incomplete or incorrect, you can inform us and your data will be updated
4) the right to have your personal data erased.
   a) if you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold
   b) when we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (*for example, because we need it for to comply with a legal obligation*)
5) the right to object to processing of your personal data or to restrict it to certain purposes only.
   a) you have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data
6) the right to data portability

    a) you have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request
7) the right to object and withdraw your consent to the processing at any time for any processing of data to which consent was obtained
    a) you can withdraw your consent easily by telephone, email, or by post (see Contact Details below)
8) the right not to be subject to automated decision-making including profiling.

In order to process your request should you choose to exercise any of the rights above, we may need to verify your identity for your security. In such cases we may need you to respond to our request with proof of your identity before you can exercise these rights. Once we have confirmed your identity, we will respond to your request within 30 days.

The two enhancements of GDPR are that

1) individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected
2) data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers

If a request is received to delete information, then the DPO *(see below)* must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused, or a charge may apply. The charge will be as detailed in the Council's **Freedom of Information Publication Scheme**.

The council will be informed of such requests.

What is the legal basis for processing your personal data?

We process your personal information lawfully and fairly in accordance with data protection laws and we will always take into account your interests and rights. Where the use of your personal data requires your consent, we will first obtain your consent.

- The council is a public authority and as such, has certain powers, obligations and responsibilities. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services.
- Personal data may also be processed for compliance with a legal obligation which could include the discharge of the council's statutory functions and powers.
- We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We may use your personal data for some or all of the following purposes,

- to deliver public services. We may need to understand your personal needs in order to provide the services that you request and to further understand what we can do for you and inform you of other relevant services
- to confirm your identity to provide some services
- to contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, WhatsApp)
- to help us to build up a picture of how we are performing
- to prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- to enable us to meet all legal and statutory obligations and powers including any delegated functions

- to carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury
- to promote the interests of the council
- to maintain our own accounts and records
- to seek your views, opinions or comments
- to notify you of changes to our facilities, services, events and staff, councillors and other role holders
- to send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives
- to process relevant financial transactions including grants and payments for goods and services supplied to the council
- to allow the statistical analysis of data so we can plan the provision of services.
- our processing may also include the use of CCTV systems for the prevention and prosecution of crime

What personal data does the council process and why?

The council will process some or all of the following personal data where necessary to perform its tasks,

- names, titles and aliases, photographs
- contact details such as telephone numbers, addresses and email addresses
- where they are relevant to the services provided by the council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependants
- where you pay for activities, such as use of the Village Hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers

Website Contact Form

When using the Contact Form on our website to contact us, our server forwards your comment to the appropriate person to allow them to deal with your query or issue. Our comment form requests your permission to store any personal information contained in it and we apply your instruction to your personal information.

Email

Emails sent or received by us may be kept as a record of contact and we may also store your email address for future use. If we need to email sensitive or confidential to you, we will check that we are using the correct email address and may use additional security measures, designed to protect your privacy.

When sending us email we recommend using encrypted email.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

These types of data are described in the GDPR as **Special categories of data** and require higher levels of protection. We also need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following limited circumstances with your explicit written consent where we need to carry out our legal obligations or where it is in the public interest.

- your racial or ethnic origin or religious or similar information
  in order to monitor compliance with equal opportunities legislation
- your physical or mental health or condition
  in order to monitor sick leave and take decisions on your fitness for work
- in order to comply with legal requirements and obligations to third parties
- in limited circumstances,
- where it is needed in the public interest

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- the data controllers listed above under the heading "Other data controllers the council works with"
- our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf
- on occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures, for example in relation to facilities or events for the community

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

How is your data processed?

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the **GDPR** and other legislation relating to personal data and rights such as the **Human Rights Act**.

This says that the personal data we hold about you must be;

- processed lawfully, fairly and in a transparent way
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to those purposes.
- accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about
- kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure

This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement.

Further processing

If we wish to use your personal data for a new purpose, not covered by this policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

How long do we keep your personal data?

In general, we will endeavour to keep data only for as long as we need it which means that we will delete it when it is no longer needed. However, we will keep some records permanently if we are legally required to do so and we may keep some other records for an extended period of time.
For example,

- it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information
- we may have legal obligations to retain some data in connection with our statutory obligations as a public authority
- the council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim

GDPR requires that

…roles and duties must be assigned and that everyone within the council must understand the implications and responsibility of those roles.

- Knapton Parish Council is the Data Controller for the personal data that it holds
- The Parish Clerk is the Data Protection Officer (DPO) for the personal data that the Parish Council
- holds

Appointing the Parish Clerk as the DPO must avoid a conflict of interests, in that the DPO should not determine the purposes or manner of processing personal data.

It is the DPO's responsibility to,

1. undertake an information audit
2. to manage the information collected by the council
3. manage the issuing of privacy policies
4. deal with requests and complaints raised
5. oversee the safe disposal of information

This is to form part of the Job Description of the Parish Clerk.

GDPR requires continued care by everyone within the council, councillors and staff, in the sharing of individual's personal information, whether as a hard copy or electronically.

A breach of the regulations could result in the council facing a fine from the **Information Commissioner's Office** *(ICO)* for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which must be included in the **Risk Management Policy** of the council. Such risk can be minimised by,

- undertaking an information audit
- issuing privacy statements
- maintaining privacy impact assessments (an audit of potential data protection risks with new projects)
- minimising who holds data protected information
- the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches.

Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of two council members. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorised users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Additional Data Controllers

Other data controllers the council may work with may include,

- other local authorities
- community groups
- charities
- other not for profit entities
- contractors

We may need to share the personal data that we hold with them, so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be **Joint Data Controllers** which means we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (*see page 6*) or wish to raise a complaint, you should do so directly to the relevant data controller.

Being transparent and providing Privacy Notices

accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a **Privacy Notice**. This is a notice to inform individuals about what a council does with their personal information.

A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a Privacy Notice must be detailed on the Information Audit kept by the council. The council will adopt a Privacy Notice to use, although some changes could be needed depending on the situation, for example where children are involved. All Privacy Notices must be verifiable.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13.

If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

1. the Council must be registered with the ICO
2. this policy will be considered as a core policy for the Council and a copy will be available on the Council's website.
3. the Parish Clerk's Contract and Job Description (if appointed as DPO) will be amended to include additional responsibilities relating to data protection
4. an information audit will be conducted and reviewed at least annually or when projects and services change
5. Privacy Notices must be issued
6. Data Protection will be included on the Parish Council's Risk Management Policy
7. a committee, with Terms of Reference, will be set up to manage the process

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Parish Council.

Changes to this notice

We keep this GDPR Policy under regular review

Our Contact Details

Please contact the Knapton Parish Clerk

- if you have any questions about this GDPR Policy

- if you have any questions about the personal information that we hold about you
- if you would like to exercise all relevant rights
- if you have any queries or complaints at:

By Post: Knapton Parish Council, Meadowcroft, Cromer Road, Mundesley, NR11 8DB
Email: parishclerk@knaptonvillage.org

Adopted: September 2026

Review Date: September 2028

Code of Conduct

Introduction

This code of Conduct outlines the standard of behaviour expected by members and co-opted members of Knapton Parish Council whenever they conduct the business of the

Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

1. He/she shall behave in such a way that a reasonable person would regard as Respectful

2. He/she shall not act in a way which a reasonable person would regard as bullying or Intimidatory

3. He/she shall not seek to improperly confer an advantage or disadvantage on any Person

4. He/she shall use the resources of the Council in accordance with its requirements

5. He/she shall not disclose information which is confidential

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the members election, or re-election, or the co-opted members appointment (where that is later), he/she shall register with the Monitoring Officer any pecuniary interests or benefits which could influence any aspect of the work of the council. This includes the interest and benefits of any partner/spouse or close family member

7. A member shall register with the Monitoring Officer any change to interests or new interest within 28 days of becoming aware of it

8. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees it is a sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or person connected with the member to be subject to violence or intimidation

Declaration of interests at meetings

9. Where a matter arises at a meeting which relates to an interest as above the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest (or sensitive interest) is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it

10. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting

Dispensations

11. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in if the Council believes that the number of members or otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part in or it is otherwise appropriate to grant a dispensation.

Adopted: September 2026
Review date: September 2029

Abbreviations

RFO - *Responsible Financial Officer*

AGAR - *Annual Governance and Accounting Return*

General

These regulations govern how the council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to ***Governance & Accountability 2018*** and "proper practises"). The RFO administers the finances of the council according to proper practises.

Financial Regulations are approved by full council and can only be amended by full council.

1. Accounting and Audit

The RFO must be responsible for maintaining the council`s cash book and completing the Year End accounts. The RFO shall complete the Year End accounts, and the relevant sections of the AGAR in accordance with the statutory time limits.

The RFO must advertise Electors Rights, as required by law.

A suitably competent and independent person must be appointed by the council as its internal auditor, to undertake an annual review of the council's internal control systems and they shall report their findings to the council. They will complete the relevant section of AGAR.

The council will have an agenda item for the approval of AGAR (Governance Statement followed by Annual Accounting Statement). The council will ask the Chairman to sign on behalf of the council.

All reports by the Internal Auditor shall be considered by council. Any recommendations should be implemented, or reasons why they are not, recorded in the minutes.

As an exempt council, there is no obligation on this council to have an External Audit. There is a requirement to publish specified financial information, and the RFO will ensure that this is done.

2. The Budget

The Budget is constructed referring to the last completed year, the present year and plans for the next 2 years (reserve funds). This will be approved by full council in time to submit the precept request to the District / Borough Council in November.

The RFO reports regularly to Council on actual spending against budget highlighting significant variances.

3. Authority to spend

Urgent expenditure of **up to £100** may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to Council as soon as possible and the budget should be amended accordingly. Expenditure may be authorised by the Clerk provided this has been included within the budget.

4. Banking

Monies received should be banked on a regular basis by the RFO. Handling cash should involve at least two people.

Bank reconciliations of all accounts should be presented to each ordinary meeting of the council, including the original bank statement at year end. The chairman must sign this.

Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills, ICO fee or payroll. Amounts so paid should be reported to council along with the normal payment schedule.

The RFO may move money between bank accounts without prior approval by the council.

5. Making Payments

Invoices for payment should be checked by the RFO and entered onto a schedule for approval by council. Payments should be made by cheques signed by two authorised members. Payments may be made between council meetings subject to members being advised of the detail of the payment and that the payments have been included in the budget.

The council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit card. Provided within budget, this may be done and the RFO will be refunded immediately.

6. Salaries

The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by council. Salaries are completed by a payroll provider, agreed by the council.

7. Loans and Investments

The council has no loans, but if any were needed this would require full council approval.

8. Receipts

The RFO should issue invoices promptly and institute efficient collection arrangements. Irrecoverable amounts should be written off by the council, following a report from the RFO.

VAT claims and returns should be completed promptly by the RFO (at least annually).

9. Placing Orders

Before placing an order two written quotes for items costing £500 - £1000 should be obtained sought. Before committing to expenditure, the RFO should check that funds are available within the budget and that the council has the necessary power to incur the expenditure. For items costing in excess of £1000 but under £25,000 three written quotes should be obtained.

10. Contracts

For capital projects and other contracts estimated to cost in excess of £25,000 the council's contract standing orders should be followed.

11. Stores

The council keeps no stores.

12. Assets

An asset register is maintained by the RFO and reviewed annually. Assets will be maintained through reserve funds. Surplus assets should be disposed of, with the approval of council, for the best possible price.

13. Insurance

The council has an insurance policy which is reviewed annually, and which includes Employers Liability, Public Liability and Fidelity Guarantee.

Asset insurance is agreed by the council.

14. Risk Management

The council needs to be aware of the significant risks that it faces and decide how to manage them. The risks will be assessed and action taken to minimise the risk. This will be recorded in a Risk Management. Risk can be managed through insurance, inspections and risk assessments. The RFO will be responsible for this

Where a computer requires use of personal identification number (PIN) or other password(s) for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope had been opened, in any circumstances, the PIN and/or passwords will be changed as soon as is practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to members immediately and formally to the next meeting of the council

No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in wiring by the council or a duly delegated committee.

Approval

These regulations were approved by full council on September 2026

These regulations will be reviewed by full council in September 2029
(unless the law or the council's financial activities requires that this is done sooner)

Knapton Parish Council

Working for a better tomorrow

STANDING ORDERS

MAY 2026

Model Standing Orders

How to use model standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council, but they may refer to them.

A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Model standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes the term 'OR' provides alternative options for a council to choose from when determining standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Model financial regulations are available to councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW).

1. Meetings generally

Colour Code: ● Mandatory for full Council meetings

■ Mandatory for committee meetings

◣ Mandatory for sub-committee meetings

● a) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**

● b) **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning**

c) **The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice The minimum three clear days public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**

d) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

The maximum time for public participation is 15 minutes, 3 minutes per person

e) **Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda**

f) **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted unless the press and public are excluded from part of a meeting**

g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present**

h) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice- Chairman of the Council (if any)**

i) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting**

j) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting. The quorum for Knapton Parish Council is 3**

k) **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote** *See standing orders 2(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*

l) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question**
Such a request shall be made before moving on to the next item of business on the agenda.

m) The minutes of a meeting shall include an accurate record of the following:

i) the time and place of the meeting

ii) the names of the councillors present and absent

iii) interests that have been declared by councillors and non-councillors with voting rights;

iv) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

v) if there was a public participation session; and

vi) the resolutions made.

vii) *(England)* **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter**

n) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three**

o) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

p) A meeting shall not exceed a period of 3 hours.

q) Meetings will, ordinarily, be held in the Village Hall.

2. Ordinary council meetings

a) **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office**

b) **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**

c) **If no other time is fixed, the annual meeting of the council shall take place at 7pm.**

d) (England) **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**

e) **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**

f) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**

g) **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**

h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**

i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

j) Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

i) In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;

ii) Confirmation of the accuracy of the minutes of the last meeting of the council;

iii) Review and adoption of appropriate standing orders and financial regulations;

iv) Review of inventory of assets;

v) Confirmation of arrangements for insurance cover in respect of all insured risks.

3. Extraordinary meetings of the council, committees and sub-committees

a) The Chairman of the Council may convene an extraordinary meeting of the council at any time.

b) If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

4. Previous resolutions

a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer.

b) When a motion moved pursuant to standing order 4(a) above has been disposed of, no similar motion may be moved within a further six months.

5. Voting on appointments

a) Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

6. Motions at a meeting that do not require written notice

a) The following motions may be moved at a meeting without written notice to the Proper Officer;

i) to correct an inaccuracy in the draft minutes of a meeting;

ii) to move to a vote;

iii) to defer consideration of a motion;

iv) to appoint a person to preside at a meeting;

v) to change the order of business on the agenda;

vi) to proceed to the next business on the agenda;

vii) to require a written report;

viii) to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;

ix) to exclude a councillor or member of the public for disorderly conduct;

x) to temporarily suspend the meeting;

xi) to suspend a particular standing order (unless it reflects mandatory statutory requirements);

xii) to adjourn the meeting; or

xiii) to close a meeting.

7. Handling confidential or sensitive information

a) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

8. Code of conduct and dispensations

b) All councillors shall observe the code of conduct adopted by the council.

9. Code of conduct complaints

a) Upon notification by the District OR County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 7 above, report this to the council.

b) Where the notification in standing order 9(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 9(d) below].

c) The council may:

i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;

ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d) Upon notification by the District or County Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

10. Proper Officer

a) The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b) The Proper Officer shall:

i) at least three clear days before a meeting of the council, serve on councillors, a summons confirming the time, place and the agenda.
See standing order 1(b) above for the meaning of clear days for a meeting of a full council.

ii) give public notice of the time, place and agenda at least three clear days before a meeting of the council.
See standing order 1(b) above for the meaning of clear days for a meeting of a full council.

iii) convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;

iv) receive and retain copies of byelaws made by other local authorities;

v) retain acceptance of office forms from councillors;

vi retain a copy of every councillor's register of interests;

vii) assist with responding to requests made under the Freedom of Information Act 2000 and General Data Protection Regulations 2018, in accordance with and subject to the council's policies and procedures relating to the same;

viii) receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

ix) manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;

x) arrange for legal deeds to be executed;

xi) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

xii) manage access to information about the council via the publication scheme;

11. Relations with the press/media

a) Responses to the press relating to matters discussed by the Parish Council shall be dealt with, in the first instance, by the Parish Clerk. The Chairman, and in their absence, the vice-chairman, are also authorised to give the views of the Council to the press on any non-confidential subject discussed by the Council.

b) Whenever possible, any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.

c) At no time shall the personal views of either members or officers of the Council be given to the press in a way which could be interpreted as a view of the Council as a whole.

12. Execution and sealing of legal deeds

a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

b) Subject to standing order 12(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

* * * * *

Accepted

These Standing Orders were agreed and adopted by full council on ____________________

These Standing Orders will be reviewed by full council May 2029
(unless the law or the council's activities requires that this be done sooner)

FW: Election [redacted]

From [redacted]
To Denise Revell <denise.revell@knaptonvillage.org>
Date 2026-08-13 08:57

Hello Denise

You have asked our finance team for a rough estimate of how much a parish election may cost next year. They don't know what goes into running elections so cannot answer this.
A copy of my email from last month is below. However, we have just had an election in a similar size parish and it was over £2000, but when elections are run with another election, you do get a discount.

Kind regards

[redacted]

[redacted]

Sent: 20 July 2026 12:00
To: Denise Revell <denise.revell@knaptonvillage.org>
Subject: RE: Election Costs

Hello Denise

Sorry I can't give you a good estimate, as costs for postage and printing are continually rising, as with everything else.

You had an uncontested election in 2023 and were charged £40.06. Costs for everything else have also risen and are likely to rise again by next May, so perhaps budget for £100 for uncontested and over £1000 if it is contested, as in 2023, a parish similar in size had an invoice of nearly £1000.

Kind regards

[redacted]

-----Original Message-----
From: Denise Revell <denise.revell@knaptonvillage.org>
Sent: 20 July 2026 11:18
To: [redacted]
Sub[redacted]

Good Morning Tracey

Could you let me know what the election costs for Knapton Parish Council are likely to be for next years elections.

Kind regards

--

Denise Revell plscc
Clerk/RFO
Tel: 07900 957888
email: parishclerk@knaptonvillage.org
Address: Meadowcroft, 40 Cromer Road, Mundesley, NR11 8DB

Audit Fees

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of Audit Fees

Scales of fees for smaller authorities are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Note that an authority with neither income nor expenditure exceeding £25,000 that is not able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable will be £210.

Income/Expenditure Band (£)	Fee for Limited Assurance Review (£)
0 - 25,000	0 *(if a Certificate of Exemption is submitted)*
0 - 25,000	210 *(if a LAR review is required)*
25,001 - 50,000	210
50,001 - 100,000	315
100,001 - 200,000	420
200,001 - 300,000	630
300,001 - 400,000	840
400,001 -	1,050

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Scale of fees may be subject to review during the period.

500,000	
500,001 - 750,000	1,365
750,001 - 1,000,000	1,680
1,000,001 - 2,000,000	2,100
2,000,001 - 3,000,000	2,520
3,000,001 - 4,000,000	2,940
4,000,001 - 5,000,000	3,360
5,000,001 - 6,500,000	3,780
6,500,000 - 15,000,000	4,900

Reminder letters

Where the Annual Governance and Accountability Return is not submitted by the authority to the external auditor by the required date, a reminder will be sent. Where the auditor is required to send a reminder to any authority, the auditor will charge the authority £40 for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 15 September or (if it is an exempt authority) to provide a certificate of exemption, the auditor will consider making a statutory recommendation and/or issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA approval, in other circumstances, where auditors have to conduct additional audit work, for example to;

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Table 2 – Maximum hourly rates for additional work at smaller authorities

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Staff Grade	Maximum £ Per Hour
Engagement Lead	355
Senior Manager / Manager	215
Senior Auditor	140
Other Staff	105

Value Added Tax

The fee scales exclude Value Added Tax which will be charged at the prevailing rate on all work undertaken.

Examples

Examples of key dates, fees and consequences of non-response or late response submitting an Annual Governance and Accountability Return (AGAR).

Non-payment of auditor invoices

Where an authority fails to pay the external auditor the fees due and invoiced as per the above Scales of Fees, the auditor will make all reasonable endeavours to collect the amount due. If the invoice remains unpaid the auditor will then refer the outstanding debt to SAAA, who as the 'specified person' will seek to recover the debt plus administration costs and if necessary take appropriate legal action.

			Excluding VAT, Per Cut						
	Company		**Total Amount**	**Grass Verges**	**MADRA**	**(12 Cuts per year)**	**Anglian Water Entrance**	**Permissive Paths**	
1	[redacted]		£250.00	£20.00	£250.00	£3,000.00	N/A	£240.00	
~~2~~									~~No availability~~
3									Awaiting Quote
4			£6,210.30	£2,280.30	£227.50	£2,730.00		£1,200.00	
5			£4,500.00			£3,600.00			Awaiting Quote
6			£2,280.00		£190.00	£2,280.00		£228.00	
7									Awaiting Quote
8									Awaiting Quote
9									Awaiting Quote
10									Awaiting Quote
11									Awaiting Quote
12									Awaiting Quote
	KPC Equipment	*£6168 to purchase own equipment and shed plus additional insurance costs per year for insurance, fuel, servicing etc £922*							
					£150.00	£600.00		£506.00	
	No other quotes received as of 24th August 2026								

Budget for Knapton Parish Council

The purpose of this document is to inform Council of the currenct financial status of Council. To help Council form the budget for this year and assist in calculating the precept for next year

Agreed by Full Council :

Glossary of Terms

Financial Year: The financial year runs from 1st April to 31st March of the following year

Precept: The Parish Council raises money by a charge on residents. This is the precept and forms part of the residents Council Tax bill. This is calculated by Councils total income minus total expenditure. Should there be a shortfall in this figure then this is the amount the Council will request from NNDC for the precept. The short fall is the amount of money Council needs in order to perform its duties. Unlike other payments from Government this is not capped.

Anticipated Working Balance Calculation

		Amounts to date	Estimated year end balances
Balance at 1st April 2026 - Bank balance BFWD		**£6,264.03**	**£6,264.03**
Receipts for 2026/2027		£6,029.40	£12,000.00
Payments for 2026/2027		£1,708.92	£10,324.00
Interim Balance		**£10,584.51**	**£7,940.03**
LESS Reserves (Anything already held in reserves)		£6,550.98	£6,550.98
Anticipated balance 31st March 2027		**£4,033.53**	**£1,389.05**
			Precept Calculation:
Anticipated balance 1st April 2027			**£1,389.05**
ADD budgeted Receipts for 2027/2028 (not including the precept)			£0.00
MINUS budgeted Payments for 2027/2028			£11,166.00
Interim Balance			**-£9,776.95**
MINUS Ear Marked Reserves to be added 2027/2028			£2,850.00
Anticipated balance before precept			**-£12,626.95**
Anticipated Precept for 2027/2028			£14,626.95
Anticiapted balance 31st March 2028 (General Reserves)			**£2,000.00**

Receipts

		Actual to date	Budget 2026/2027		Difference To date	2027/28 Budget
	Precept	£6,000.00	£0.00		-£6,000.00	£0.00
	Recycling Credits	£0.00	£0.00		£0.00	£0.00
	Other income	£0.00	£0.00		£0.00	£0.00
	Interest	£29.40	£0.00		-£29.40	£0.00
	Grants	£0.00	£0.00		£0.00	£0.00
	Allotments	£0.00	£0.00	-£185.00	-£185.00	£0.00
£0.00	Total Income	**£6,029.40**	**£0.00**		**-£6,214.40**	**£0.00**

Payments

		Actual to date	Budget 2026/2027		Difference to Date	2027/28 Budget	
	Employment Costs	£1,295.00	£4,500.00		£3,205.00	£4,800.00	3% Pay increa
	Administration including WFH	£80.00	£260.00		£180.00	£260.00	
	Website	£47.96	£300.00		£252.04	£300.00	
	Training	£0.00	£350.00		£350.00	£500.00	
	Subscriptions - ICO NALC	£191.00	£350.00		£159.00	£350.00	
	Audit	£25.00	£200.00		£175.00	£250.00	External Audi
	Bank Charges	£28.00	£84.00		£56.00	£96.00	
	Hall Hire	£13.35	£130.00		£116.65	£160.00	
	Insurance	£303.00	£450.00		£147.00	£450.00	
	Recycling	£0.00	£0.00		£0.00	£0.00	
	Village	-£710.00	£100.00		£810.00	£100.00	
	Waste Bins - Cost of Emptying	£0.00	£1,700.00		£1,700.00	£2,000.00	
	Events including christmas trees	£0.00	£300.00		£300.00	£300.00	
	Grants/Donations	£650.00	£600.00		-£50.00	£600.00	

	Grass Cutting - Permissive Paths	£264.00	£1,000.00		736.00	£1,000.00	
	Allotments	£0.00	£0.00		£0.00	[redacted]	
	Vat Refund	-£478.39				£0.00	
	Maintenance Parish Land (Playing Field)	£0.00				£3,000.00	
£0.00	Total Receipts	**£1,708.92**	**£10,324.00**		**10,324.00**	**£11,166.00**	
Ear Marked Reserves for Community Projects							
Ear Marked Funds		**Prior to 2025**	**2025/2026**	**2026/2027**	**Money Spent from Reserves**	**Current Balance Held in General Reserves**	
Events							
Coronation Grant, money can be used for the village		£907.48			-£150.00	£757.48	
Hall Lane		£1,500.00				£1,500.00	
Allotments		£760.50		-£217.00		£543.50	500.00
Parish Plan				£100.00		£100.00	100.00
Clerk Sick pay to cover Locum			£100.00	£200.00		£300.00	200.00
Chairmans Expenses			£50.00			£50.00	50.00
Elections		£100.00	£100.00	£400.00		£600.00	600.00
Playground Upgrade and Repairs			£1,000.00	£1,000.00		£2,000.00	1000.00
Playground Grant for new equipment							
~~Bus Shelter~~			~~£2,850.00~~	~~-£2,850.00~~		~~£0.00~~	
Waste Bins - replacing dog bins with general waste bins			£200.00			£200.00	200.00
Village Defib				£500.00		£500.00	200.00
Total		**£3,167.98**	**£4,300.00**	-£867.00	-£150.00	£6,550.98	2850.00
	TOTAL HELD IN EARMARKED RESERVES					**£6,550.98**	

Band D equivalent. Last years tax base was £162.60 precept £10000 (Precept divided by the tax base gives the amount per householder per year) £61.50 (£5.13 per month). This years tax base is 166.50 so if the precept is £12000 the householder contribution will be £(£6.27 per month) which is an increase of 8p per month. if t he precept is £11000 the householder contribution is £69.01, (£5.75 per month) which is an increase of £1.64 per month per householder compared with last year

General Reserves should be 50% of expected expenditure so can be upto £5,000 to cover payments if the precept payment is delayed. JPAG (Joint Panel on Accountability and Practitions' Guide)

The reserves need to be built up over the next 5 years so that there is sufficient in the account to adhere to the JPAG regulations

Knapton Parish Council Bank Reconcilliation

Financial Year ending 31st March 2026	
Balance Bought Forward 31/03/2024	
Unity Trust Current Account 1649 31/03/2026	£ 858.41
Unity Trust Savings Account 1181 31/03/2026	£ 5,405.62
Totals	£ 6,264.03
Receipts	£ 6,029.40
Payments	£ 1,708.92
	£ 10,584.51
Unrepresented Cheques	
Receipts	
Payments	
Totals	£ -
Totals	£ 10,584.51
Current Bank Balance	
Unity Trust Current Account 1181	£ 9,145.02	29
Unity Instant Access Account 1649	£ 1,439.49	77
Totals	£ 10,584.51
Difference	£ -

24.08.2026

Knapton Parish Council

Working for a better tomorrow

Minutes of the meeting of Knapton Parish Council held on the 7th July 2026, 7:30pm, Knapton Village Hall

Present: Susan Bullock, Alistair Cargill, Duncan Cargill, Bianca Cini, John Lawton (Chairman), Julie Myhill, Keith Lawrence (After co-option)

Public: 12

1. **To receive Apologies for Absence.**
   a. To consider and agree apologies for absence
   All councillors were present at the meeting
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 5th May 2026 and 3rd June 2026
   The minutes of the meeting held on the 5th May 2026 and the 3rd June 2026 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
   Two applications for co-option were considered after questions were asked by the councillors. The Chairman asked for the vote to be recorded.
   Cllr Lawton and Cllr Myhill voted for one of the applicants, while Cllr Bullock, Cllr D Cargill, Cllr A Cargill and Cllr Cini voted for the other applicant. Having been successfully voted onto the council, Keith Lawrence signed the acceptance of office forms and joined the council.
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
   b. Pond - Waiting for work to commence
   c. Playground Inspection - 2 further pieces of playground equipment have been removed
   d. Fencing behind Tree Line, Hall Lane side of Parish Playing Field - additional in-filling with plants has been carried out in the area
   e. Anglian Water Entrance to Parish Playing Field - Flag Ship have now undertaken the clearing of this area and will be carrying out ongoing maintenance
   f. Trees behind Wilds Way - Awaiting works to be carried out
   g. Grit Bin Car Park - ongoing
6. **Finance**
   Section 101(1)(a) of the Local Government Act 1972, which permits the Council to **delegate financial authority** to the Clerk or a committee The Council's **Financial Regulations**, which allow for **urgent or routine payments** to be made between meetings and reported to the Council for approval

a. To consider and agree the bank reconciliation of accounts
The bank reconciliation of accounts were accepted by the council
b. To receive the Budget update and consider any additional items that need to be added to the future budget
The budget update was noted, the council would like additional quotes to be obtained for the grass cutting on the Parish Land
c. To consider and agree Payments and receipts
The following payments and receipts were agreed by the council

PAYMENTS			
Date	**Payable to**	**Description**	**Amount**
29.05.2026	D Revell	Salary	£372.25
28.05.2026	Zurich Insurance	Council's Insurance	£303.00
25.06.2026	ALS	Grass Cutting - Permissive Paths	£264.00
30.06.2026	D Revell	Salary	£372.25
07.07.2026	Roger Canwell	Audit	£32.50
07.07.2026	Amazon	Stationery	£14.10
21.07.2026	ICO	Subscription	£47.00
RECEIPTS			
27.04.2026	NNDC	Precept	£6,000.00

d. To consider and agree additional signatories to the bank accounts
The council agreed that Cllr Cini become an additional signatory for the Bank accounts
e. NNDC invoice - bin emptying
The item is being disputed with NNDC as it appears that there has been an error on the invoice

7. <u>Policies, Documents, Councillor Reports and Training</u>

a. To consider and agree the Council's Standing Orders
The council agreed to defer this item until the next meeting

8. <u>Planning</u>

None

9. <u>Parish Council Matters</u>

a. To consider and agree circulating a questionnaire regarding the playground
The questionnaire was circulated to councillors and would be considered at the next meeting.
Cllr Cini and Cllr Bullock offered to carry out door to door leafleting of the questionnaires
b. To consider and agree relocation of the playground
This item was deferred until after the questionnaire responses had been received

10. <u>Events</u>

None

11. <u>To report any other business</u>

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. <u>Correspondence</u>

To consider any correspondence and agree responses thereto
a. Email from parishioner regarding budget, precept, MADRA and concerns regarding the Parish Council
The council would respond to this email
b. Email from the Monitoring officer regarding Code of Conduct complaint
Noted
c. Email from Mundesley Parish Council regarding their contribution to the cutting of the permissive path from Knapton to Mundesley

It appears that the current contractor is not cutting the section of the permissive path in Mundesley, this section is now being carried out by a third party as a result of this Mundesley Parish Council will not pay half the cost. The Clerk to contact the current contractor to ask if they normally cut the Mundesley section.

13. 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 member of the CNC Police reported that they were still working closely with Norfolk Police, there are plans to share their spare officers with Norfolk Police, the details of this are waiting to be formally agreed. Questions from parishioners were answered about how the CNC force was manned

County Councillor Mal Gray reported that the local members fund was no longer available.

It was brought to the attention of the council that the foot path from Hall Lane to Knapton Green was overgrown and needed cutting. The Clerk would look into this, Cllr Gray said that Footpaths were the responsibility of the County Council but they have no money

A parishioner mentioned the recent Fly Tipping at Pigney's Wood.

Concerns were raised about the bus shelter on the Mundesley Road, Bus drivers could not always see if there were any passengers waiting for the bus and did not always stop to pick up

The Grit bins had still not been re-filled, Cllr Gray said that they would be done in due course.

Cllr Cini mentioned that the Playgrounds in Bacton and Paston were great, and that she has been applying for Grants to upgrade the playground at Knapton

The matter of the Chairman's report that appeared in the Knapton News was raised, this would be discussed at the next meeting

A member of the audience asked if it would be possible to find a small piece of land that might be available to create a Kindness Garden/Garden of Hope, they had lost their daughter at age 9 and thought that creating a space would benefit people in the village who may have also suffered loss.

Cllr Lawrence raised questions regarding the Registration of the Parish Land, he has put in an objection with the Land Registry, the outcome of which is being reviewed. He went on to discuss the fact that the land had been leased to MADRA when this breached one of the restricted covenants in the conveyance document. He expressed concern regarding the level of authority held by the Clerk

14. Date of Next Meeting

To confirm that the date of the next meeting of the Parish Council will be on 1st September, 7:30pm, Knapton Village Hall