



# Knapton Parish Council

*Working for a better tomorrow*

26th February 2026

Dear Sir/Madam

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

Yours faithfully

*Denise Revell*

## Agenda

*Every meeting of the Council is open to the public except where the council resolves to to exclude the public from all or part of the meeting on the grounds that publicity would be prejudicial to the public interest by the confidential nature of the business.*

*Members of the public have no right to speak at a parish council meeting unless the council authorises this. Public Bodies Admissions to meetings act 1960. Should a member of the public wish to ask a question or highlight an issue or comment on anything on the agenda please contact the clerk so appropriate time can be allocated for you to speak*

1. **Election of Chairman**  
In accordance with Section 15(1) of the Local Government Act 1972, to elect a Chairman of Knapton Parish Council
2. **Election of Vice Chairman**  
To elect a Vice-Chairman of Knapton Parish Council
3. **Apologies for Absence**  
To receive and approve apologies for absence
4. **Declarations of Interest**
  - a. To receive declarations of pecuniary and non-pecuniary interests
  - b. To consider any requests for dispensations
5. **Minutes of the Previous Meeting**  
To approve the minutes of the meeting held on 6th January 2026 and 2nd February 2026.
6. **Co-option**  
To receive and consider any applications for co-option onto Knapton Parish Council. In accordance with the Local Government Act 1972, noting that any motion to approve a co-option must be proposed and seconded in order to be carried.
  - a. Vacancy 1
  - b. Vacancy 2
  - c. Vacancy 3
  - d. Vacancy 4

- e. Vacancy 5
- 7. **Matters Arising from the Minutes**

To review progress on actions not covered elsewhere on the agenda.

  - a. The Old School Playing Field - Application filed with the Land Registry - Response due February 2026
  - b. Playground Inspection
  - c. Fencing behind Tree Line, Hall Lane side of the Parish Playing Field
  - d. Anglian Water Entrance to Playing Field
  - e. Trees behind Wilds Way
  - f. Grit Bin Car Park
- 8. **Public Participation**

*The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public 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.**
- 9. **Reports**
  - a. County Councillor Report
  - b. District Councillor Report
- 10. **Planning Matters**

To consider new planning applications, decisions received and any other planning matters

  - a. PF/25/2755 The Brambles, High Street, Knapton - APPROVED
- 11. **Finance**
  - a. To receive the current financial statement/bank reconciliation
  - b. To receive the Budget update
  - c. To consider and agree payments and receipts to be made and those made since the last meeting

**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

  - d. To consider and agree actions regarding Allotment money
- 12. **Highways, Footpaths and Transport**

To discuss any issues relating to roads, pavements, signage, and public rights of way

  - a. Bus Shelter Wilds Way
- 13. **Parish Council Matters**

To discuss issues affecting the parish, including maintenance, amenities, and community concerns.

  - a. To consider and agree circulating a questionnaire regarding the Playground
  - b. To consider and agree re-location of the Playground
  - c. To receive an update from Mardlewood.
  - d. To receive an update on the Pond
- 14. **Events**
- 15. **Correspondence**

To note and consider correspondence received since the last meeting.
- 16. **Policies and Governance**

To review or adopt council policies

  - a. Assertion 10 update
  - b. To consider and agree the council's Accessibility Statement
  - c. To consider and agree the council's Freedom Of Information Policy

- d. To consider and agree the council's Transparency Code
  - e. To consider and agree the council's Data Retention Policy
17. **Items for the Next Agenda**  
To note items councillors wish to include at the next meeting.  
***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***
18. **EXCLUSION OF THE PRESS AND PUBLIC**  
**Exclusion of the Press and Public To resolve under the Public Bodies (Admissions to meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues**
  - a. To consider and agree any actions regarding Restricted Covenants
19. **Date and Time of Next Meeting**
20. **To confirm that the date of the next meeting of the Parish Council will be held on the 5th May 2026 at 7:30pm, Knapton Village Hall**

The Parish Clerk: Meadowcroft, Cromer Road, Mundesley, Norfolk, NR11 8DB  
Telephone: 07900 957888 :: Email: [parishclerk@knaptonvillage.org](mailto:parishclerk@knaptonvillage.org)  
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