



29th May 2025

Dear Sir/Madam

You are hereby summoned to attend the **Annual Parish Council Meeting** of Knapton Parish Council to be held at the **Knapton Village Hall** on **6th May 2025, 7:00 pm** 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**
2. **Election of Vice Chairman**
3. **To receive Apologies for Absence.**
  - a. To consider and agree apologies for absence
4. **Declarations of Interest and requests for dispensations**
  - a. To consider and agree declarations of interest and requests for dispensations
5. **Minutes of previous meetings**
  - a. To agree and sign the minutes of the Ordinary Council Meeting held on the **1st April 2025**
6. **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
  - d. Bus Stop - ongoing
  - e. Broken Dog Bin, Paston Road
  - f. Steps at Steadmans Hill (Railway Cutting)
  - g. No Heavy Goods Vehicle sign at Hall Lane/North Walsham Road Junction

7. **Finance**

- a. To consider and agree the bank reconciliation of accounts
- b. To receive the year end budget
- c. To receive the internal auditors report
- d. To sign the AGAR
- e. To agree the dates for the Public Right to inspect
- f. To consider and agreed the Council's insurance premium
- g. To consider and agree Payments and receipts

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

9. **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*

10. **Correspondence**

To consider any correspondence and agree responses thereto

11. **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**

11.1 To consider and agree Licence for the use of the Woodland Area at Wilds Way

12. **Date of Next Meeting**

**To confirm that the date of the next meeting of the Parish Council will be on 1st July 2025, 7:30pm, Knapton Village Hall**