



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 absenceAll 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 dispensationsNone 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 2026The minutes of the meeting held on the 5th May 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. Policies, Documents, Councillor Reports and Training

a. To consider and agree the Council's Standing Orders

The council agreed to defer this item until the next meeting

8. Planning

None

9. Parish Council Matters

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. Events

None

11. 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

12. Correspondence

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