



Knapton Parish Council

Working for a better tomorrow

25th August 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 **1st September 2026, 7:30 pm** to transact 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 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, 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. **To receive Apologies for Absence.**
 - a. To consider and agree any apologies for absence received
2. **Declarations of Interest and requests for dispensations**
 - a. To consider and agree declarations of interest and requests for dispensations
3. **Minutes of previous meetings**
 - a. To agree and sign the minutes of the Ordinary Council Meeting held on the 7th July 2026
4. **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 - still no further information available regarding this matter
 - b. Pond - Dredging work carried out July 2026
 - c. Playground Inspection - 1 piece of equipment has been removed - Remaining slide and wooden structure still to be removed from the second piece of equipment. There is only one piece of equipment, the large climbing frame, remaining.
 - d. Trees behind Wilds Way - Awaiting works to be carried out
 - e. Grit Bin Car Park - ongoing

5. **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. District Councillors Report
- b. County Councillors Report
- c. Civil Nuclear Constabulary/Police Report

6. **Finance**

- a. To consider and agree the bank reconciliation of accounts
- b. To receive the Budget update and consider any additional items that need to be Added

- Grass Cutting Quotes
- External Auditor Fees
- Election Costs

- c. To consider and agree Payments and receipts

Section 101(1)(a) of the Local Government Act 1972 permits the Council to delegate financial authority to the Clerk. In accordance with the Council's **Financial Regulations**, the Clerk may also authorise urgent or routine payments between Council meetings, with details of such payments subsequently reported to the Council for noting and approval.

- d. NNDC invoice - bin emptying - to consider any further actions regarding the incorrect invoice

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

- a. To consider and agree the Council's Standing Orders
- b. To consider and agree the Council's Financial Regulations
- c. To consider and agree the Council's Code of Conduct Policy
- d. To consider and agree the Council's GDPR Policy
- e. To consider and agree Councillor Training
- f. Update on Councillor profiles
- g. To consider and agree new Council Letter/Document Heading
- h. To consider and agree any actions regarding articles published in the Village News on behalf of the Council
- i. To consider and agree council member responsibilities

8. **Parish Council Matters**

8.1 Allotments – Management, Maintenance and Matters Arising

- a. To receive update on Allotment site inspection
- b. To consider and agree actions regarding Pest Control at the allotments
- c. To consider and agree Allotment fees

8.2 Play Area and Parish Land

To receive any updates

- a. To consider relocation of the Play Area
- b. To consider and agree actions regarding the Questionnaire
- c. To agree any actions regarding installation of new equipment
- d. To agree maintenance of the Parish Land

8.3 Pond

a. To receive any updates regarding the Pond Area

8.4 Woodland Area

a. To receive any updates regarding Woodland Area

8.5 MADRA

a. To receive any updates regarding MADRA

b. To agree a way forward regarding MADRA

8.6 Other Matters

a. Footpath Audit

9. Planning

To consider and agree any planning applications received

10. Events

a. To consider and agree any actions regarding this years Christmas Trees

11. Matters for Future Agendas

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 Trunch Parish Council regarding their Draft Neighbourhood Plan

b. Email regarding possible creation of Hope Garden in Knapton

c. Email from Parishioner regarding Old School Playing Field and MADRA

d. Email from Parishioner regarding Council processes

e. Email regarding dogs on the Playing Field

f. Letter regarding the Land Registry Application

g. Letter from Parishioner regarding the July Minutes

13. Exclusion of Press and Public

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

a. To consider and agree response to Hansell's Solicitors

b. To consider and agree actions regarding the First Registration of the Old School Playing Field

14. Date of Next Meeting

To confirm that the date of the next meeting will be on 3rd November 7:30pm, Knapton Village Hall