**DRAFT**

# Minutes of a Meeting of Knapton Parish Council held by video link on

# Tuesday 2nd June 2020 at 7.30pm

**Present:** Peter Neatherway (Chairman), Pat Lee (Vice-Chairman) Keith Lawrence, John Lawton, Elizabeth Winter, Alan Young, Dee Holroyd (Clerk).

## Apologies for Absence:

Andrew Claydon

## Cllrs Ed Maxwell and Clive Stockton:

were not present.

## Minutes of the Meeting held on Tuesday 2nd June:

were agreed and signed by the clerk pp the chairman. Proposed LW, seconded AY.

## Matters Arising:

1. The Dog Waste Bin was now in place on Knapton Green.
2. MADRA Lease. A fee of £450 had been agreed by all councillors prior to the meeting. £400 of this had been allowed for in the budget. The period of the lease had been reduced from 10 to 7 years (with agreement on both sides). Documentation should be received later this week and would go to MADRA for a 14-day period, at the end of which it should be signed. PN to check that the land was registered with the Land Registry.
3. PL confirmed that the gates to the playground were now locked. He and MADRA were key holders.

## Parish Councillor`s Reports:

1. LW reported that the Restricted Bridleway sign at the south end of Green Lane was missing. AY believed he knew where it was and would re-erect it. AY had collected the sign pointing to Footpath 7 (off Hall Lane opposite the old railway line).
2. LW reported that the path to Mundesley was being well used, but the Mundesley end was still uneven and hard to walk on. PL confirmed it had been strimmed.
3. AY Planning. Men`s Club. A letter from NNDC (27th May) had confirmed that the hedge and plaque would be retained. DH to confirm that the PC therefore had no objection to the development. It was hoped that the `box` could be found and if so, placed for safekeeping in the Church. DH asked for any objections to the development at 8 Lawn Close. None, so DH to respond to NNDC.
4. PN asked for confirmation that Knapton residents would get first refusal on any allotments available.
5. PL confirmed that the lorry, which had been parked on the road during tarmacking of Land off School Close road, was a one off and would not be repeated. PN would contact the Victory Housing Trust re cutting of the hedge.

PN confirmed the lowering of kerbs in School Close to be done when the gas pipe was installed.

## Children`s Playground

The playground was currently closed and it was not known when it could be re-opened. DH to confirm with Play Inspection whether an inspection would be needed before re-opening. Last inspection November 2019. Grass had grown very long but it was decided to leave as is until the playground can be re-opened.

## Finance:

1. Financial Report. The clerk reported a current credit balance of £5,932. One cheque (clerk/office) £185.15 was signed.
2. Signing of the Audit papers and Accounts: PN signed in front of the camera.
3. Adoption of Financial Regulations: All agreed. Proposed LW, seconded KL.

## Knapton Parish Council – Adoption of Policies:

1. Code of Conduct and Privacy Policy: were signed and on website.
2. Adoption GDPR | Transparency Code | Risk Management Policy | Data Protection Policy | e-mail Etiquette Policy | e-mail Acceptable Usage Policy | ID Badge Policy:

All agreed to the adoption of these policies to be posted on the website. Proposed JL, seconded KL. PN to date as appropriate.

## Knapton Parish Council – Safeguarding Policy

1. Adoption of Policy: was adopted. All agreed.
2. Appointment of Safeguarding Officer: PN and DH were appointed. All agreed.

Proposed PL seconded KL.

##  Any Other Business:

1. AY and KL were commended on the splendid work they had done in tidying up the bus shelter.
2. PN confirmed work on the junction of Hall Lane, The Street and the B1145 was still planned for January 2021. PL was concerned about the impact installation of mains drainage would have. Nothing could be done until firm plans were in place
3. PN suggested the speed camera should be purchased now even though promised funding was awaited. DH to contact Ed Maxfield for progress.
4. LW asked for a road sweeper. DH to contact Highways.
5. PL questioned whether the allotments belonged to the PC. DH to confirm.
6. LW confirmed funding for only one more issue of the Knapton News. Funding from Bacton Gas was still outstanding. There was no other funding. Next issues due Augusts and November. PN said the PC would look at possible short-term funding at the September when setting the November budget.
7. LW asked for a volunteer to put together the Knapton News. LW was congratulated on her production of the magazine.
8. PL asked about clearing the churchyard. He suggested one day to be set up for the volunteers (believed to be in place) to do the work. LW confirmed that David Jackson was in charge of the scheme. KL would speak to DJ as his son would be available for voluntary work.
9. PN confirmed that JL was changing roles. JL would do Communications, including Twitter and Facebook. KL would take over Community Relations.
10. AY asked whether the July meeting could be held in the Village Hall. Not yet known.
11. KL was concerned about the lack of engagement of many Knapton residents. He had ideas to improve the situation which he would put to the next meeting for approval. He was keen to make better use of MADRA, an outstanding facility for the village. Now was a good time to start as people have time to talk.
12. PL confirmed that since Covid 19, residents of Lawn Close were engaging with each other more readily.

##  Date of next Meeting: Tuesday 7th July.

The meeting closed at 9.15pm.