

# MINUTES

## A Meeting of Knapton Parish Council Held in Knapton Village Hall on Tuesday 4<sup>th</sup> June, 2019

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Present: Peter Neatherway (PN) (Chairman), David Bishop-Laggett (DBL), Denise Black (DB) Andrew Claydon (AC), Pat Lee PL (Vice-Chairman) John Lawton (JL) Alan Young (AY) Dee Holroyd DH (Clerk).

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### 1. Apologies for Absence: none

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2. **Chairman`s Address:** PN welcomed everyone to the Meeting. He had circulated documents to all PC members, which he hoped would be helpful. PN would work closely with PL (Vice-Chairman). PN was keen to enhance PC relationship with the village and encourage more people to attend PC meetings. A new role of Liaison Officer (JL) had been created to this end.

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### 3. Approval of Minutes

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The Minutes of the Parish Council Meetings held on 7<sup>th</sup> May were approved. Proposed PL, seconded AL, and signed by the Chairman.

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### 4. Matters Arising

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- DB asked about traffic calming in. This would be discussed after the next Budget.
  - AC had been able to confirm the presence of a footpath on the south side of the B1145. DB said it might be possible to reinstate if sufficient historical evidence existed. PL thought some still visible.
  - Street naming. The PC believed this was down to village residents. DH to take up with NNDC.
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### 5. Declarations of Interest None

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6 **Cllr Ed Maxfield:** reported that NCC were in the process of starting their budget. Cuts of currently about 40 million pounds were possible, but hopefully would reduce during the year. PL queried re-cycling charges. This was still council policy but NCC were away of problems it caused.

7. **Councillors Roles and Reports:** PN would give everyone 2 minutes to make their reports. Help was always available from himself and PL.

- John Lawton – Community Liaison Officer: JL would like to be able to communicate easily with the PC and village residents via e mails and the web site. He intended, with the assistance of other PC members, to call at each house to ask for residents email addresses. This could hopefully be done within the next two weeks. The Knapton News could also be used (information to be with Liz Winter) by next week). A photograph competition for under 16s would be run, awards at the Village Fete where PC could have a small stall. Other ideas welcome. DB suggested informal surgeries (to go on July agenda). (At the end of the meeting it was pointed out that ID would be required. A collective photo of councillors to go in the Knapton News and PN would design individual ID cards with an NNDC contact number).
  - Action PN, JL
- Andrew Claydon – MADRA – (a) AC had spoken to a caravan occupant without result. DH had spoken to NNDC, who, if asked by the landowner, could send a Housing Officer to talk to occupants about possible re-housing. (b) there was a need to establish who was the MADRA landlord. PN to meet with MADRA and report at the next meeting.
  - Action PN
- Pat Lee – Allotments. It would be useful to have someone running a monthly blog for the website and Knapton News. PL would like some of the rent for the electricity poles and possibly some PC finance, to go to the allotments for maintenance, particularly of the road. AC offered crushed concrete. AC & PL to bring an estimate to the next meeting.
  - Action PL,AC
- David Bishop-Laggett – Victory Housing Trust Liaison – The car park and entrance were being moved closer to Hall Lane. Lorries were having difficulty in making the turn into School Close to access the Millennium Field. Highways might be asked whether they could enter from northwest end of the field from the B1145. This was unwelcome. DBL to talk to Highways. DBL to talk to VHT about the siting and surface of the car park and siting of the Beacon. JL stressed the importance for watching for changes made to existing plans after Planning Permission had been granted. DBL to monitor this.
  - Action DBL
- Denise Black – Footpaths – DB had attended the Local Access Forum, well attended but format a little unclear. (a) Predicted growth up to 2026 was 95,000 new jobs, 170 new houses and 100 new businesses. (b) A new reporting process would allow people to report footpath problems on the spot via their phones. (c) Historical evidence of a path could lead to reinstation. This presentation had

unfortunately been rushed due to shortage of time. (c) The Forum were keen to get local people involved in funding, but DB felt that was already in place. (d)DB was trying to find a clear Knapton footpath map. Sarah Price ([sarah.price@norfolk.gov.uk](mailto:sarah.price@norfolk.gov.uk)) would be a good contact. DB to contact her.

- Alan Young – Planning. There had been no recent Planning Applications in Knapton.

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**8. Current Playground Refurbishment:** Excellent equipment had been donated, refurbished and installed. . More equipment had been ordered. The young children`s play area would be fenced and include the new bench. ROSPA report had to be complete by end of June. The playground had been moved about 20 feet west to occupy more PC land.

Action PN< PL, AY.

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**9. Finance:** The clerk reported a current credit balance of 11,000 after all accounts had been paid. Playground spending 3168 to date with a further 3096 invoiced. Cheques: Knapton Village Hall 132, Clerk/office 205 and Safelinks (Defib) 1676 were signed. DC was appointed RFO. An internal auditor to be appointed.

Action DB

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**10. Peter Kaye – Presentation:** Agreed at the end of the meeting to be wine to a cost of £50.

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**11. Village Sign Refurbishment** – The plain wood should not be painted. PL to ask Bill Drayton how this should best be tackled.

Action PL

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**12. KPC Website** – PN and JL would like to update. PN could get this done for a cost of up to £400 (a substantial saving on real costing). All agreed. The Village Hall Committee and Fete Committee could be asked to contribute. It was agreed the PC and village websites should remain combined. A suggested single e mail contact for the PC could be used by all. Safety was a concern but PN and JL stressed this would be as safe as anything could be. PN to bring update to next meeting.

Action PN

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**13. Purchase of Defibrillator:** AY had researched and got a substantial reduction. Final cost £1397. PC would meet minor running costs – battery change every 4/5 years. Wiring to be done by Steve (?) with Andy Gatfield signing off. Jane Lawrence, until recently first responder, would run two or three training sessions once Defib installed.

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14. Naming of new street: had been covered in 4.

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15. Correspondence received had been circulated.

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16. Any Other Business:

- AY asked whether Alison`s Loke could be cut.
- DBL asked whether the two 30mph signs could be replaced. Action DH

The meeting closed at 9.30pm

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Next Meeting

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2<sup>nd</sup> July, 7.30pm – Village Hall