

Minutes of an Annual Meeting of Knapton Parish Council held on 5th May 2022 in Knapton Village Hall following the Annual Village Meeting

Present: Peter Neatherway (Chair), Pat Lee (Vice-Chair), Jackie Hall, Monika Kemp, John Lawton, , Elizabeth Winter, Alan Young, , Dee Holroyd (Clerk), Cllr Ed Maxfield (NCC). 3 members of the public (7.00pm).

No Knapton residents attended the Annual Village Meeting, the Parish Council meeting started at 6.05pm

- 1. Apologies for Absence:** None
- 2. Election of Chair, Vice-Chair and Officers of the Council:** Peter Neatherway and Pat Lee stood down. Peter Neatherway was unanimously re-elected (proposed LW seconded MK) and Jackie Hall as Vice-Chair (proposes LW, seconded PN)
- 3. Cllr Ed Maxfield:** had sent in his report which had been circulated. He added:
 - a) Surface dressing was being better managed so people were aware of road closures.
 - b) Consideration was being given to removing charges for DIY waste disposal. Currently costs for clearing fly tipping, born by District Councils, were larger than revenue received by NCC. JL suggested an area at each tip be given to items suitable for re-sale.
 - c) Devolution: Currently NCC were not progressing on a scheme to add a third tier in the form of an elected mayor or to either remove or amalgamate the seven district councils.
 - d) PN asked when villages might have to provide electric_charging points. EM would find out. It was agreed the need for one in Knapton would be very limited.
- 4. Minutes of the Meeting held on 5th April:** were agreed and signed by the Chair, proposed LW seconded JL.
- 5. Matters Arising:**
 - a) Speed Restrictions B1145 – nothing to report at this time
 - b) Playground Maintenance: MK had very kindly agreed to do a monthly inspection to be on the first of every month. PN would send her the check list. PL and MK to meet at the Playground with Michael Hall, who had agreed to carry out the maintenance. PL pointed out that currently we could only afford to do some of the repairs highlighted by Play Inspection, but none of these was urgent. DH to find another play inspection company
 - c) Car Park Tidying – Volunteers were needed to weed the area. A date should be set for July. JL would ask for volunteers via Knapton Facebook
 - d) Grass clearing – the churchyard had been cut ready for the beacon
 - e) Jubilee Celebrations:
 - a. It was agreed to spend the £250 from Flagship on hiring a suitable machine to install the beacon, rather than relying on voluntary help. PN had purchased six bags of Postcrete. DH to write to Peter Waplinton re funding
 - b. Liz Winter was talking to Anglia Water, who it was hoped would fund the children`s tea party.
 - c. Volunteers would be needed to clear after the barbeque on Friday 3rd June. This would involve moving heavy pews. JL to put a request for volunteers on Knapton Facebook.
 - d. MADRA had offered rubbish bins and liners. AY would collect and deliver
 - e. PN would circulate the Jubilee brochure and would send the banner artwork to the printer
 - f. LW had two `Knapton Angel` rubber stamps to stamp the free burger and drink vouchers
 - f) County Broadband would do a presentation to the parish at a date to be announced.

6. Parish Councillors Reports:

JL had tried to progress the speed watch but had had no response to his e mails.

JH confirmed that she would take charge of the Knapton Facebook page on behalf of the PC.

LW: the road to Trunch is closed for two to three weeks.

LW had funding only for one and a half more issues of the Knapton News. PN asked whether hard copies were needed by every property. All agreed that they were and the meeting closed briefly to allow two new residents to say how delighted they had been to receive theirs. Funding came from Bacton gas site but LW had received no replies to her emails regarding funding. LW to provide DH with contact details and DH would write to each of the four companies and put the Knapton News on the July Agenda, when it was hoped the financial position would be known.

PI confirmed that all allotments were let. Some had been divided so now there were 28, most were let to Knapton residents, with a few from Mundesley. The allotments had become a very good meeting place with an excellent atmosphere.

7. Review and update of Parish Council Policies:

- Data Protection
- Health & Safety
- Financial Regulations
- Equality Regulation
- Risk Management
- Transparency Code
- Code of Conduct
- Standing Orders (PN to review current edition)

The PC had been made aware that these remain unchanged, and the update was agreed. The Code of Conduct and Privacy Statement was signed by all PC members.

8. Financial Report:

- a) During the past year (March 21 – April 22) income received was £7,800 with expenditure of £5,028. This divided roughly equally between clerk, village & playground and administration. The Audit and Cash book had been circulated to the PC prior to the meeting. The Internal Audit had been completed. The Audit was signed by the Chairman and Clerk, and the cash book by the Chairman and LW. PN confirmed that £2,000 was set aside for the extension of the speed restriction
- b) Invoices paid in April were: Jubilee mugs £257.47, ALS Lawns, mowing £150.00, Hansells Solicitors, transfer of car park, £393.20, Clerk + office (April) £178.15, S & R Print, signs £38.00
- c) Correspondence with Highways pointed to it hopefully be completed soon. PN how much money was ring fenced for the Allotments. DH to forward after the meeting.

9. Purchase Salt Bin for The Street: It was agreed that one should be purchased (cost roughly £160).

10. Any Other Business:

- a) PL asked about progress on the re-shaping of the junction at Hall Lane, The Street and the Bii45. Nothing would progress until Anglia Water had finished
- b) LW requested that the owners of the two properties on the corner of The Street and Hall Lane be asked to cut back overgrown hedging which was restriction vision on that corner. PL to ask.
- c) AY was resigning from the Parish Council after very many years. PN thanked him for his huge support over the years, for taking over as Chairman at a very difficult time, for being always the

first to offer practical help when needed and for being very supportive of PN when taking over a Chairman.

11. Date of next Meeting: Tuesday 7th June