

## Minutes of an Annual Meeting of Knapton Parish Council held on 9<sup>th</sup> May 2023 in Knapton Village Hall following the Annual Village Meeting

Present: Peter Neatherway (Chair), Jackie Hall (Vice-Chair), John Lawton, Elizabeth Winter, Dee Holroyd (Clerk). 3 members of the public (7.00pm).

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- 1. Apologies for absence:** Ed Maxfield
- 2. Election of Chairman and Vice-Chairman, responsibilities of councillors:**  
PN stood down and was re-elected as Chairman, proposed LW, seconded JL, all agreed. JH was re-elected Vice-Chairman, proposed LW, seconded PN.
- 3. Declarations of Interest:** None

The Chair exercised his right under the terms of the PC Standing Orders to invite questions from the floor. A question was asked about the number members of a Parish Council required to legally form a meeting. The PC confirmed it was four.

- 4. Cllrs Ed Maxfield, District Councillor NNDC:** EM had sent a brief report but due to the election it was brief.
- 5. Minutes of the Parish Council Meeting held on 5<sup>th</sup> April 2023:** were agreed, proposed JH, seconded LW. All agreed.

**6. Matters Arising:**

Repair of verges by Anglia Water: Most of the work had been done. The entrance to the playground would need to be improved.

Repair of playground slide: JL and PN would look at the slide but it might be cheaper to replace. A new playground was suggested with maintenance in place, but was not thought necessary. PN would continue monthly inspections.

Erection of Sam 2 posts in new positions: these were in position.

Report on communication with Madra:

- 7. Parish Councillor`s Reports:** LW reported that she had achieved £500 from each of the four companies at the gas site, so the Knapton News was safe and invited. There would be an Annual Parochial Church Council Meeting in the Village Hall on 17<sup>th</sup> May.

JH reported that the Coronation celebrations had been a great success. All agreed. Left-over food had been frozen or donated to the Benjamin Foundation.

- 8. Quotation for grass cutting:** was agreed.
- 9. Report on Coronation celebrations & expenditure:** JH had circulated a spread sheet. A final report would be made when the financial position was finalised.
- 10. Financial Report:** The internal audit had been completed and the audit papers were signed by the chairman and the clerk. Cash book and bank reconciliation and statement had been circulated showing a current credit balance of £7,446.

JL agreed to be the internal monitor, checking end of month bank statements and reconciliations.

Payment since last month had been: (*\*Coronation expenditure*)

Dash UK – mugs *	429.60
Westcotec – Sam 2	502.80
Trunch PCC - printing *	40.00
Mrs E Winter – bunting *	19.47
Sonya Blythe – audit	70.00
Norfolk ALC – subscription	86.03
Payments due – clerk/office/travel	215.15
NNDC – dog bin	124.32
Advance – new dog bin	169.00
PN – repay bins/gas *	114.00
Dynamite (band) *	250.00

#### **11. Renewing and signing of Policies.**

Safeguarding Policy

Data Protection Policy

Financial Regulations

Risk Management

Equality Policy

Transparency Policy

The above have been adopted and are for review only.

Standing Orders: to adopt revised edition.

Code of Conduct: for signature by Councillors.

Adoption of Privacy Policy

The above policies were agreed by the PC. Acceptance of office forms were signed.

#### **12. Financial Report**

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 £2,500 was set aside for the extension of the speed restriction.

**13. Possible purchase to church pews:** these had not proved suitable.

**14. Purchase Dog Waste Bin:** had been purchased, delivery awaited.

**15. Any other business:** PN would attend Swafeld PC on a Tuesday and asked for the Knapton PC start time to be put back to 7.30. All agreed.

**16. Date of next Meeting: Tuesday 6th June**

**17. The meeting closed at 8.50pm**