



Knapton Parish Council

Working for a better tomorrow

Minutes of the meeting of Knapton Parish Council held on the 5th May 2026 7:30pm, Knapton Village Hall

Present: A Cargill, John Lawton (Chairman), B Cini, J Myhill

Public: 8

1. **Election of Chairman**

The council elected J Lawton as Chairman of the Parish Council

2. **Election of Vice Chairman**

The council elected B Cini as Vice Chairman of the Parish Council

3. **To receive Apologies for Absence.**

a. To consider and agree apologies for absence

Cllr D Cargill and Cllr Bullock sent their apologies, both were accepted by the council

4. **Declarations of Interest and requests for dispensations**

a. To consider and agree declarations of interest and requests for dispensations

Cllr Lawton declared an interest in item 7f, Cllr Cini declared an interest in item 11a, both were given a dispensation to speak but not vote

5. **Minutes of previous meetings**

a. To agree and sign the minutes of the Ordinary Council Meeting held on the **3rd March 2026**

The minutes of the meeting held on the 3rd March 2026 were agreed and signed at the meeting

The Chairman opened the meeting to the members of the public

There were three representatives from the Civil Nuclear Police in attendance at the meeting, after introducing themselves they reported that they have close links with Norfolk Police and they are now allowed to work alongside Norfolk Police assisting them in their role. The CNC force is now fully staffed

6. **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 - Land Registry have escalated the case as it does not appear to have been looked at since September

b. Playground - Update - Removal of play equipment - date to be arranged

c. Grit Bin School Close Car Park - ongoing

d. Pond Clearance - ongoing, awaiting neighbouring fields to be harvested before work can commence

e. Anglian Water walkway - Responsibility of Flagship, a parishioner said that they would speak to Flagship and let the clerk know the outcome

7. **Finance**

a. To consider and agree the bank reconciliation of accounts

The bank reconciliation of accounts was agreed

b. To receive the year end budget

The Year End budget figures were noted

c. To consider and agree council's insurance renewal

Subject to the policies being like for like and covering all the council's requirements, it was

agreed that the council would take out insurance with Zurich

d. To receive the internal auditors report

The internal auditors report was not available at the meeting - item deferred

e. To sign the AGAR

Item deferred

f. To agree the dates for the Public Right to inspect

The council agreed the dates for the Public Right to inspect

g. To consider and agree donation to the Church for Church Yard Maintenance

The council agreed to make a £500 donation towards the upkeep of the Churchyard

h. To consider and agree allotment charges

The council considered the allotment charges and agreed to defer the decision until it had spoken to the allotment holders

i. To consider and agree payments and receipts to be made and those made since the last meeting

Section 101(1)(a) of the Local Government Act 1972, which permits the Council to **delegate financial authority** to the Clerk or a committee

The Council's **Financial Regulations**, which allow for **urgent or routine payments** to be made between meetings and reported to the Council for approval

The following payments and receipts were agreed

| PAYMENTS | | | |
|-----------------|----------------------|----------------------------------|---------------|
| Date | Payable to | Description | Amount |
| 30.03.2026 | D Revell | Salary | £362.85 |
| 30.04.2026 | D Revell | Salary | £362.85 |
| 01.04.2026 | NPTS | Subscription | £144.00 |
| 06.03.2026 | Knapton Village Hall | Hall Hire | £13.35 |
| 01.04.2026 | SLCC | Subscription | £40.00 |
| 18.05.2026 | Knapton Village Hall | Donation - Silent Disco | £150.00 |
| 18.05.2026 | Knapton PCC | Donation - Maintenance Graveyard | £500.00 |
| RECEIPTS | | | |
| | | | |

8. Policies, Documents, Councillor Reports and Training

a. To consider and agree Standing Orders

Item deferred to the next meeting

b. To consider and agree the Accessibility Statement

The council considered and agreed the Accessibility Statement

c. To consider and agree the Freedom of Information Policy

The council considered and agreed the Freedom of Information Policy

d. To consider and agree the Transparency Code

The council considered and agreed the Transparency Code

e. To consider and agree the Data Retention Policy

The council considered and agreed the Data Retention Policy

9. To report any other business

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

Council were made aware that there seems to be a problem with cookies on the website - Clerk to investigate

10. Correspondence

To consider any correspondence and agree responses thereto

a. Email received from parishioner regarding Councillor Information

The council agreed that this was a fantastic idea and would implement it

b. Email regarding Public Rights of way

The council discussed the Public Rights of way, those on land owned by the local farmer had been recently cut, details of the others would be circulated to councillors to be checked

c. Email from the Village Hall committee requesting a donation towards the Silent Disco

The council agreed to make a £150 donation towards the event

11. EXCLUSION OF THE PRESS AND PUBLIC

Exclusion of the Press and Public To resolve under the Public Bodies (Admissions to meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues

The chairman made the decision not to exclude the public from this part of the meeting, but the names of the contractors were not shared with the public

a. To consider and agree quotes for tree cutting Wilds Way

The council agreed to appoint The Gardening Mowologist to carry out the tree works in Wilds Way

b. To consider and agree quotes for grass cutting

This item was deferred to the next meeting

12. Date of Next Meeting

To confirm that the date of the next meeting of the Parish Council will be on 7th July 2026, 7:30pm, Knapton Village Hall

The Parish Clerk: Meadowcroft, Cromer Road, Mundesley, Norfolk, NR11 8DB
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