



Minutes of the meeting of Knapton Parish Council held on the 4th November 2025
7:30pm, Knapton Village Hall

Present: Cllr Adams, Cllr Austin (Chairman), Cllr Claydon, Cllr Lawton, Cllr Myhill,

Public: 7

1. **To receive Apologies for Absence.**
a. To consider and agree apologies for absence
All councillors were in attendance
2. **Declarations of Interest and requests for dispensations**
a. To consider and agree declarations of interest and requests for dispensations
Cllr Claydon item 14
3. **Minutes of previous meetings**
a. To agree and sign the minutes of the Ordinary Council Meeting held on the 2nd September 2025
The council agreed the minutes with one minor amendment to the date, and these were signed at the meeting
4. **Co-option**
a. To Consider and agree applications for a person to be co-opted onto Knapton Parish Council to fill the councillor vacancy
The matter of co-option was discussed after a short interview with an applicant, the motion to co-opt failed as it did not received a seconded vote
5. **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
b.. Bus Stops - ongoing - Mundesley Road Bus Shelter should be installed in November, the Wilds Way bus shelter in March
c. Playground Inspection - Equipment all ok, Risk Assessment to be agreed, gate has been fixed so it no longer opens outwards
d. Fencing behind Tree Line, Hall Lane side of Parish Playing Field - Awaiting site visit
E. Anglian Water Entrance to Parish Playing Field - Awaiting action by Flagship
6. **Finance**
a. To consider and agree the bank reconciliation of accounts
The bank reconciliation of accounts was agreed
b. To consider and agree the Budget and Precept
The budget was agreed and the council proposed that the Precept was increased to £12000, and this was agreed
c. To consider and agree Payments and receipts
The following payments and receipts were approved

PAYMENTS			
Date	Payable to	Description	Amount
16.09.2025	Target Pest Solutions	Allotments	£240.00
16.09.2025	Bluetree Print	Posters	£37.39
16.09.2025	Direct Shop Fittings	Noticeboards	£71.51

16.09.2025	JLG Carpentry	Bus Shelter Deposit Wilds Way	£710.00
30.09.2025	D Revell	Salary	£368.14
04.11.2025	NALC	Subscription	£214.49
16.09.2025	Hugo Fox	Website	£11.99
04.11.2025	Emms Stems	Christmas Trees	£279.95
04.11.2025	Knapton Village Hall	Hall Hire	£12.00
31.10.2025	D Revell	Salary	£366.45
04.11.2025	Post Office	Postage	£5.50
RECEIPTS			
19.09.2025	NNDC	Precept	£5,000.00

7. Policies, Documents, Councillor Reports and Training

a. To consider and agree the 5 year plan for Knapton Parish Council

The 5 year plan for Knapton Parish Council was agreed

b. To consider and agree the council's IT Policy

The IT policy was approved

c. To consider and agree Vexatious Communications Policy

The Vexatious Communications Policy was approved

d. To consider and agree Data Protection Policy and formally appoint the Data Protection officer for the Council

The Clerk was appointed the Data Protection Office for the Council

8. Planning

None

9. Parish Council Matters

a. To consider and agree circulating a questionnaire regarding the playground

This item was deferred after information on the 1985 lease stated that the playground could only be placed where it is, more investigations needed

b. To consider and agree relocation of the playground

This item was deferred after information on the 1985 lease stated that the playground could only be placed where it is, more investigations needed

c. To give an update on safer routes to the playground

District Councillor Peter Neatherway, along with Highways have created a walkway along part of Hall Lane, using white line markings to identify where a footpath is. With reference to the Anglian Water Access, the council are still awaiting work to be carried out by Flagship

d. To consider and agree any actions relating to Assertion 10

New policies have been implemented that are required under Assertion 10, new legislation for Parish Councils. The Clerk will undertake training in Assertion 10 in the new year.

It was formally agreed that the Data Protection officer for the council is the Clerk

10. Events

A suggestion was received that the council consider holding a Christmas Event for the Children in the Village, but it was agreed that due to events already arranged in the village that they consider arranging something next year instead.

11. 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

None

12. Correspondence

To consider any correspondence and agree responses thereto

a. To consider and agree request from Parishioner regarding cutting back of the trees behind the houses in Wilds Way

After a short discussion a parishioner said that they thought that the trees at Wilds Way were the responsibility of Victory and that they had been planted as part of a scheme where residents purchased the trees, the clerk would look into the matter

b. To consider and agree request from Parishioner regarding Grit Bin at the Car Park
County Councillor Ed Maxfield offered to pay for a grit bin out of his members budget

13. Public Participation time

The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public to speak, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

District Councillor Peter Neatherway reported that Local Government Reorganisation should be decided in a couple of weeks, work was being considered regarding the Knapton Green Bus route, plans for this will be shared soon. He also stated that there had been problems with Brown Bin collections, but this should be resolved soon, but if any parishioner has a problem with Bin collections to contact him. It was discussed about the sign that had appeared on the Village Gates, apparently this is the wrong type of sign and will be replaced. He would also ask highways if more signage could be put on Hall Lane to warn drivers of Pedestrians on the road.

County Councillor Edward Maxfield had sent his written report to council (available on the Parish Council Website), the County Council's budget consultation is underway.

A parishioner asked if the Grit Bin at Wilds Way could be checked as they thought that it was being used as a cat toilet. The Council would investigate

A suggestion was put forward about painting the new Wilds Way Bus Shelter a bright colour so that it was more visible to motorists, another suggestion was made that the old bus shelter could be repurposed at the Play Area for somewhere for parents to sit whilst their children played on the Play Equipment.

It was asked if the council could install "Children Signs", like the ones at Paston, at the side of the road. The Clerk would look into costing.

It was reported that children are playing "chicken" on the road near the Wilds Way bus shelter and it was asked if the police could be contacted to come and talk to the children about road safety, the clerk would contact them

14. 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

a. To consider and agree any actions regarding Restricted Covenants

The Council agreed to send a letter to Mr Cargill regarding the restricted covenants, no other decisions were made

15. Date of Next Meeting

To confirm that the date of the next meeting of the Parish Council will be on 6th January 2025, 7:30pm, Knapton Village Hall

Meeting closed: 20.50

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