



Knapton Parish Council

Working for a better tomorrow

27th April 2026

Dear Sir/Madam

You are hereby summoned to attend the **Annual Parish Council Meeting** of Knapton Parish Council to be held at the **Knapton Village Hall** on **5th May 2026, 7:30 pm** for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Denise Revell

AGENDA

Every meeting of the Council is open to the public except where the council resolves to to exclude the public from all or part of the meeting on the grounds that publicity would be prejudicial to the public interest by the confidential nature of the business.

Members of the public have no right to speak at a parish council meeting unless the council authorises this. Public Bodies Admissions to meetings act 1960. Should a member of the public wish to ask a question or highlight an issue or comment on anything on the agenda please contact the clerk so appropriate time can be allocated for you to speak

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **To receive Apologies for Absence.**
 - a. To consider and agree apologies for absence
4. **Declarations of Interest and requests for dispensations**
 - a. To consider and agree declarations of interest and requests for dispensations
5. **Minutes of previous meetings**
 - a. To agree and sign the minutes of the Ordinary Council Meeting held on the **3rd March 2026**
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
 - c. Playground - Update - Removal of play equipment
 - d. Grit Bin School Close Car Park
 - e. Pond Clearance
 - f. Anglian Water walkway

7. **Finance**

- a. To consider and agree the bank reconciliation of accounts
- b. To receive the year end budget
- c. To consider and agree council's insurance renewal
- c. To receive the internal auditors report
- d. To sign the AGAR
- e. To agree the dates for the Public Right to inspect
- f. To consider and agree the Council's insurance premium
- g. To consider and agree donation to the Church for Church Yard Maintenance
- h. To consider and agree allotment charges
- 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

8. **Policies, Documents, Councillor Reports and Training**

- a. To consider and agree Standing Orders
- b. To consider and agree the Accessibility Statement
- c. To consider and agree the Freedom of Information Policy
- d. To consider and agree the Transparency Code
- e. To consider and agree 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

10. **Correspondence**

To consider any correspondence and agree responses thereto

- a. Email received from parishioner regarding Councillor Information
- b. Email regarding Public Rights of way

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

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

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