



26th August 2025

Dear Sir/Madam

You are hereby summoned to attend the **Parish Council Meeting** of Knapton Parish Council to be held at the **Knapton Village Hall** on **4th November 2025, 7:30pm** 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. **To receive Apologies for Absence.**
 - a. To consider and agree apologies for absence
2. **Declarations of Interest and requests for dispensations**
 - a. To consider and agree declarations of interest and requests for dispensations
3. **Minutes of previous meetings**
 - a. To agree and sign the minutes of the Ordinary Council Meeting held on the 2nd September 2025
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**
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
 - c. Playground Inspection
 - d. Fencing behind Tree Line, Hall Lane side of Parish Playing Field
 - E. Anglian Water Entrance to Parish Playing Field

6. **Finance**

- a. To consider and agree the bank reconciliation of accounts
- b. To consider and agree the Budget and Precept
- c. To consider and agree Payments and receipts

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

- a. To consider and agree the 5 year plan for Knapton Parish Council
- b. To consider and agree the council's IT Policy
- c. To consider and agree Vexations Communications Policy
- d. To consider and agree Data Protection Policy and formally appoint the Data Protection officer for the Council

8. **Planning**

9. **Parish Council Matters**

- a. To consider and agree circulating a questionnaire regarding the playground
- b. To consider and agree relocation of the playground
- c. To give an update on safer routes to the playground
- d. To consider and agree any actions relating to Assertion 10

10. **Events**

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

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
- b. To consider and agree request from Parishioner regarding Grit Bin at the Car Park

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.

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

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