

# Knapton Parish Council

Minutes of the Meeting held on Tuesday 3 June 2008 in the Village Hall at 7.30 pm.

Present: Alan Young (in the Chair), Bea Gatfield, Clyde Venvell, Karen Herbert-Okey, Norman Dodd, Sally Dodd  
2 members of the public

**1. Apologies:** Peter Kaye who is unwell.

**2. Register of Interests**

Bea Gatfield (Newsletter), Clyde Venvell (Griffon), Norman & Sally Dodd (MADRA).

**3. Minutes of last meeting**

After having reviewed the minutes of the last meeting (AGM) it was proposed by Sally Dodd that they represented a true and accurate record of events, this was seconded by Bea Gatfield and carried unanimously. The minutes of the Village Meeting were also reviewed, it was proposed by Sally Dodd and seconded by Karen Herbert-Okey that the minutes constituted a true record of events and were carried unanimously.

**4. Matters arising**

## **Boundary Commission**

The current proposals on the table for the possible change of boundaries were seen as confusing, and in some instances would introduce yet another layer of local government. The outcome of the latest review is awaited. Just what is going to happen to the County of Norfolk?

## **External Communication from the Council**

As outlined by the Chairman recently, it is proposed that the following be included in the Councils Standing Orders.

- All communications sent on behalf of the Parish Council must be sent to all councillors and have confirmation from either the Chairman or Vice Chairman and passed to the Parish Clerk
- Any communication signed by a councillor, and not on behalf of the Parish Council, an email is to be sent copying the communication to the rest of the Council ensuring the Clerk has a copy for the records.
- We will have a weekly communication envelope for all correspondence and add notes to the agenda accordingly.

After discussion it was proposed by Clyte Venvell and seconded by Norman Dodd and carried.

**Action:** Parish Clerk

### **Millennium Garden**

The history of this garden was explained by Clyte Venvell, and it was explained that this field was originally designated a wild flower meadow. The funding of maintenance has been a problem of late. Referring to a recent leaflet that was on circulation, it appears that some funding could be available. Clyte Venvell proposed that she investigate this possibility, this was seconded by Sally Dodd and carried unanimously.

The Clerk read out a letter regarding a request to use this field at a forthcoming Trunch Team Ministry event. This was discussed at length, and in view of the fact the Parish Council does not own this land but has the use of it, which is very clearly defined. In view of the fact that the request was outside the defined North Norfolk District Council usage, the request had unfortunately to be turned down. The Clerk was asked to write to Trunch with a suggested alternative venue.

### **Parish land behind MADRA**

This land was being discussed as it had become evident from MADRA that access to this area was being infringed. The Chairman had spoken to the resident concerned, and we need to review how the hedging separating the MADRA field from the gardens of the houses in School Close. It was proposed by Sally Dodd that the Chairman speak with Andrew Claydon, this was seconded by Karen Herbert-Okey and carried.

### **Buses**

Buses continue to be a problem for the villagers of Knapton, and the very fact that some bus routes run parallel to the village and with a slight modification to their route could include again include Knapton. The Parish Clerk state that he had spoken to a person in the village who had outlined this fact to the bus company, and had been told that Knapton would not be without a bus route. However, it does appear to this council that the current routes are disjointed and un-co-ordinated.

## **5. Financial Report**

The Parish Clerk being the RFO stated that Knapton Parish Council currently has £2,796.54 in the current account and £2120.32 in the Deposit Account. The Clerks remuneration for the past month was submitted.

The Clerk then took the council through the form that has to be submitted to the Audit Commission each year. This form is normally submitted in October, but since the submissions have been privatised, for some inexplicable reason they now have to be submitted in July. In summary the Council is asked to review its accounting procedures each year, to ensure that sufficient internal audit controls are in place.

It was proposed by Clyte Venvell and seconded by Bea Gatfield that the accounts and expenses be accepted. This was carried.

**Action:** Parish Clerk

**6. Planning**

None

**7. Correspondence**

This was on circulation. The letter from the Trunch Team Ministry had been dealt with under the Millennium field item.

**8. Village matters**

**Grant funding:** was carried over to the next meeting

There being no further business to discuss the meeting was closed at 9.15 pm.

Signed \_\_\_\_\_ Alan Young (Chairman Knapton Parish Council)