Minutes of the AGM incorporating the Bi-Monthly Meeting of

Knaith Parish Council held in the Village Hall on Monday 11th May 2026

Present: Councillor D. Belton (Chairman)
Councillor A. Morphet
Councillor A. Coulson
Councillor S. Ryves
Mrs E. Coulson (Clerk)

1/5/26. Declaration of Acceptance of Office
All Councillors present, signed Declarations of Acceptance of Office which were witnessed by The Clerk.

2/5/26. To Elect a Chairperson
It was proposed by Councillor Morphet to Elect Councillor Belton as Chairman, all other Councillors in favour. Councillor Belton accepted the position and signed the Declaration of Acceptance of Office as Chairman.

3/5/26. To Elect a Vice-Chairperson
It was proposed by Councillor Coulson to elect Councillor Morphet as Vice Chairman, all other Councillors in favour. Councillor Morphet accepted the position and signed the Declaration of Acceptance of Office as Vice-Chairman.

4/5/26. Apologies for absence
Councillor Bowdler and District Councillor Bailey both sent apologies which were accepted.

5/5/26. To receive any declarations of interest in accordance with the Localism Act 2011 and to receive any applications for Dispensation. Members may make declarations at this point but also make them at any point during the meeting.
None received.

6/5/26. To approve the Minutes of the last meeting on 9th March 2026
Minutes have been circulated, and it was proposed by Councillor Ryves and seconded by Councillor Coulson and ***resolved*** to sign as a true record.

7/5/26. Governance Documents

a. Standing Order – Updated policy circulated. Any changes discussed and agreed.
b. Financial Regulations – Updated policy circulated. Proposed by Councillor Morphet that The Clerk continues as Responsible Financial Officer (RFO), this was 2nd by Councillor Coulson
c. Code of Conduct – There was no change required to this policy.
d. Complaints Procedure – Updated policy circulated.
e. GDPR – There was no change required to these policies.

It was proposed by Councillor Morphet to accept these documents as acceptable governance documents for the coming year. This was seconded by Councillor Ryves with all present Councillors in favour. ***Resolved.***

8/5/26. Review and confirm arrangements for Insurance Cover in respect of all Insured Risks

- Risk Assessment. Circulated. Proposed by Councillor Morphet to be a true and accurate assessment which was seconded by Councillor Belton. ***Resolved*** and signed by The Chaiman.
- Asset Register. Circulated. The value on the register needs double checking. ***Action EC***
- Zurich Insurance. Renewal Paperwork circulated. It was proposed by Councillor Morphet that we continue with Zurich, this was seconded by Councillor Coulson. ***Resolved.***

9/5/26. Clerk's report on Outstanding Matters

Heynings Close – Resident Concerns

I received the following concerns from a resident:

1. I am becoming increasingly concerned with the amount of cars parked across the pavement throughout the village. They are often fully blocking the path which means pedestrians including myself are having to walk into the road or over wet/muddy grass to get past them. This could cause serious issues particularly for many including those who use wheelchairs/the less able or for those with pushchairs. Is there anything the parish council can do about this?

   Clerk Response
   Thank you for raising your concern, the best course of action for this would be to report any obstructions on Fix My Street

   The Parish Council have no authority with regards parking, but the Parish Council has leafleted the village previously raising this issue. We are currently drafting our next Newsletter, and I will ask the council for this issue to be included.

   If it's reported through the above link, this will highlight specific issues to the County Council (Highways) and District Council, and they should then act accordingly.

- It was ***resolved*** that this issue be included in the Newsletter Agenda Item 16.

2. I wonder if you can advise about the green space outside of our house XX Heynings Close. What is the permitted/official use of this space? Goalposts have been put up very close to a resident's window, and they are concerned about privacy and footballs hitting window. If it is classed as a green does this mean it can be used as a children's play area? And can they put and leave structures such as goal posts?

   Clerk Response
   I am pretty sure it can be used as a play area. Mainly due to the fact that this was its intended use when Heynings Close was built. A play park was supposed to be built but Gelder's decided not to erect it even though it formed part of the approved plans and the land was subsequently given to the Parish Council.
   However, I do understand your concerns which is why I have passed your email onto the Parish Council.

With regards the Grass cutting in Heynings Close, Councillor Coulson spoke to the resident that cuts the grass in and confirmed what needs to be cut and he was happy with that.

In addition to the above, there is a driveway way between the two grass patches that is also owned by the Parish Council which will need to be included in the weed killer supplied by WLDC. ***Action EC***

Station Road Trees

No form of response received. Councillor Morphet – If a tree looks like it is dangerous, it should be reported via 'Fix My Street' which should then reach LCC Highways. It was ***resolved*** that this be included in the Newsletter Agenda Item 16.

LALC Training

The next Zoom Councillor Induction & Refresher is 20.07.26 at 6pm. Unfortunately, Councillor Ryves cannot attend this on this date. The Clerk will keep her updated on future dates.
Training List circulated.

ICO Concern

An ICO concern was received by The Clerk 12.03.26. This was circulated to all Councillors and a response to the concern was submitted 25.03.26.
As a result of the concern raised, minor changes have been made to council procedures.

Crime Reports
No longer being distributed by local police force. They have instructed us that if we wish to continue to get this information that we can access it ourselves on the police website www.police.uk
The Clerk has downloaded information and circulated.

10/5/26. Correspondence
General Correspondence – List circulated.
Local Priorities ASB Message – This was an email from PCSO Patchett with regards Anti-social behaviour within the Parish. It was discussed and the Parish Council has not received any complaints or heard of any Anti-social behaviour within our Parish. The Clerk will look at the survey and feedback to the Councillors. ***Action EC.***

11/5/26. Financial Matters and Grant Considerations

a. Internal Audits – Conducted and signed by Councillor Morphet and Clerk acting as the RFO.
b. Financial Statement to 10th May 2026 – With payments totalling £872.38 and receipts totalling £5,293.21 it was ***resolved*** that the Chairman would sign the statement for the record.
c. Grant/Annual Cost Considerations – All proposed Grants and Annual costs were read out by The Chairman. These had previously been agreed when the budget was set in November 2025.

12/5/26. Annual Governance and Accountability Return 2025/26

a. Approval of the Parish Council Annual Internal Audit.
b. Approval of the Annual Governance Statement
c. Approval of the Accounting Statements
d. End of Year Accounts requirements including Public Rights and Publication

The Audit paperwork has been prepared and circulated. All Statements read out, approved, and signed.

13/5/26. Solar Projects
No movement. Rolling Agenda Item. ***Action next Agenda***

14/5/26. Speed Initiatives

- Station Road – Mobile Speed Indicator. Does this need moving? Can a rechargeable Battery be sourced? As Councillor Bowlder is not present, this will be included on the next Meeting Agenda. ***Action next Agenda***
- Speed Gun – After some discussion Knaith Parish Council will gladly loan the gun and equipment to Kexby Parish Council. ***Action DB***
- Speed Indicator Information – Councillor Coulson has downloaded and circulated the information from the two fixed speed indicators. The information shows that the vast majority of cars are not speeding. It was ***resolved*** that the speed indicator information be included in the Newsletter Agenda Item 16.

15/5/26. Neighbourhood Plan
Councillor Morphet apologised as he has not spoken to Nev @ WLDC yet but will do so for the next meeting. Rolling Agenda Item. ***Action next Agenda.***

16/5/26. Village Newsletter
Councillor Ryves has kindly agreed to continue producing the newsletter. Things to include are as follows:

1. Parking on Pavements.
2. Speed Information.
3. Fix My Street – Highlighting issues that can be reported e.g. trees on Station Road and fly-tipping. Councillor Belton reported some fly-tipping through 'FixMyStreet' on Padmore Lane earlier in the week.
4. Meeting dates for the next year.
5. Village Hall Events.
6. St. Mary's Church – Open Churches Festival.
7. Councillor vacancies.

Councillor Ryves to draft and circulate to Councillors. ***Action SR***

17/5/26. Items of information to be noted and if necessary, dealt with at the next meeting.

1. Proposed dates for Parish Council Meetings:
   - 6th July 2026
   - 14th September 2026
   - 9th November 2026
   - 11th January 2027
   - 8th March 2027

The Clerk will check with the Village Hall to make sure the above dates are available. ***Action EC***

18/5/26. Date for next meeting.

A date was set for the next Bi-Monthly Parish Council Meeting – Monday 6th July @ 6.30pm.

With all business concluded the meeting closed at 8.27pm

Signed …….. Dated ……