

The Minutes of Pentney Annual Parish Council Meeting held on 23 May 2024 at 7.05pm at The Village Hall, Pentney

Present: **Cllr R Littlehale (Chair)** **Cllr K Harvey** **Cllr L Rons**
 Cllr P Wells **Cllr M Parker** **Cllr C Dallas**
 Cllr B Howlett

Also in Attendance: Sarah Bristow (Parish Clerk), and 1 members of the public.

- 1. To Elect a Chair for the coming year.**
Cllr Harvey proposed Cllr Littlehale, this was seconded by Cllr Rons all in favour. **It was resolved for Cllr Littlehale to be the Chair for the coming year.**
- 2. To Elect a Vice Chair for the coming year.**
Cllr Rons proposed Cllr Parker, this was seconded by Cllr Howlett all in favour. **It was resolved for Cllr Parker to be the Vice Chair for the coming year.**
- 3. To receive signed Declaration of Office from Chair and Vice Chair.**
Cllr Littlehale and Cllr Parker signed their Declaration of Office forms.
- 4 To consider acceptance of apologies for absence.**
Everyone Present
- 5 To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**
None Received.
- 6. To Confirm requirements and adopt the General Power of Competence.**
The Clerk confirmed that the criteria was in place and **It was resolved to adopt the General Power of Competence.**
- 7. Appointment of Parish Council representatives to serve on the following Committees/Organisations:**
It was resolved for Cllr Harvey and Cllr Parker to remain on Pentney Charity Trust.
- 8. To Review Standing Orders**
The Clerk advised that there had been no changes that had been received. **It was resolved to adopt the current Standing Orders for the next year.**
- 9. To Review Financial Regulations**
The advised that new Model Financial Regulations had been received. The Clerk had gone through the changes but had some highlighted areas that required the council to decide upon what monetary figures they which to apply. **It was resolved for the item to be deferred to the next meeting.**
- 10. To review Code of Conduct.**
The Clerk advised that there had been no changes to the Borough Council Code of Conduct. **It was resolved to adopt the current code of conduct for the next year.**

11. Parish Council Annual Accounts 2023/24

Cllr Rons and Cllr Wells had been and undertaken an Internal Audit Trail. The Clerk advised that she had set up Cllr Rons to have read only access to the Accounts. Cllr Rons advised that this had not been received. **It was resolved for the Clerk to chase up access.** Cllr Rons advised that there was only one item found within the accounts and that was a VAT figure was incorrectly placed in the wrong column. **It was resolved for the Clerk to amend and get the folder etc off to the Internal Auditor.**

12. Date, Time, Place of next Annual Parish Council Meeting.

The next meeting was set for Wednesday 21 May 2024 at 7.00pm.

13 Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)

Metal Detecting

A Parishioner had asked Cllr Dallas regarding if he could metal detect in the area. Cllr Littlehales advised that permission from the landowner was needed, insurance in place and any finds would have to be declared to the Finding Service at Norwich. Cllr Dallas to advise the parishioner.

14. Reports

14.1 County Councillor. Cllr Moriarty had forwarded an annual Borough Report which was used in the APM and will be on those minutes.

14.2 Borough Councillor Nothing had been received from Cllr Devulapa.

14.3 Neighbourhood Plan Update.

Cllr Littlehales explained that the Council met with the Consultant and the plan was gone through. The Council have some work that they need to complete so that the Consultant can undertake the next set of work. The Consultant also wants a word version of the Section 14 Survey. **It was resolved for the Clerk to see if she had a word copy if not the PDF copy to be converted. It was also resolved to approve the two days work for the Consultant and for the Clerk to advise.** The Council agreed to meet on the 7 June 2024 from 9.30 to 13.00 to undertake their part.

14.4 Speed Awareness Report Including Memorandum of Understanding–Update. The co-ordinator handed round reports which had been downloaded from the Sam2 equipment. The speeding has gone up from 32 last month to 33.5 with the average vehicle undertaking 34mph. 70mph was the highest speed recorded at 4.00pm on a Wednesday afternoon. **It was resolved for the Clerk to Chase regarding the Parish Partnership Scheme.**

15. Minutes of Parish Council Meeting held on 24 April 2024

15.1 To consider and approve the minutes. **It was resolved to approve the minutes as a true and accurate record.**

16. To consider matters arising from the minutes of 24 April 2024

- a) Council to consider any matters arising from the minutes that are not on the agenda.

Broadband for Village Hall

The Clerk advised that the cheapest deal was from PlusNet at £24.00 per month on a two-year contract. **It was resolved for the Clerk to check out regarding Security and Passwords and report back to the next meeting.**

Bike Racks

Cllr Wells had looked into the Toast Rack type suggested and shared a photograph. **It was resolved for the contract to be signed for three racks, one for the Village Hall, one for the Playing Field and Cllr Dallas to ask if there was a need for one at Pentney Lakes Café. The Clerk to obtain three quotes.**

- b) Council to review action points from the last meeting.

Action List

Cllr Wells

- Check with Village Hall if they have a preference re bike rack. – Completed.

Cllr Littlehales

- Send round church repairs. – Completed.

Clerk

- Arrange the Electricity for the playing field site for full electricity use. This is still on-going as we have to start from scratch.
- Arrange for Cllr to attend the June Meeting re 365 and IT. This has been arranged for the June Meeting.
- Order No Dogs/No Fly-Tipping Signs. These had been ordered and paid for but not received. **It was resolved for the Clerk to chase.**
- Contract Westcotec and advise about Parish Partnership Scheme and New SAM2. – completed.
- Draw Up Action Log Report. Still to be achieved.
- Speak to Insurance re Portacabin Removal and ask if other items blanket cover. This had been achieved the Portacabin had made some slight difference, but the balance was all under blanket cover.
- Get Broadband quotes for the Village Hall. Completed
- Start funding for Playground. The Clerk advised that she had started work on the brief. **It was resolved for Cllr Littlehale to give her the brief she produced last year.**
- Order RoSPA inspection. Completed
- Check with other nearby Parishes regarding the postman. Completed. It seems that he did not work in the other areas. **It was resolved for the Council to give the Village Hall £50.00 towards catering for the Coffee Morning to be held for the Postman's Retirement on the 2 July.**
- Making Planning Comments to the Borough Council. - Completed

17. Finance

- a) Monthly Accounts for Payment. (please see attached payment sheet)
It was resolved for the payments to be made.
- b) Money received – some interest is due to be received into the Barclays accounts at the end of June. Cllr Rons advised that the money needs moving from Barclays to get more interest. The Clerk suggested CCLA. **It was resolved for Cllr Rons to look into a CCLA Account it would mean the money put in one sum to open the account, but the Clerk could ring fence the Churchyard within the accounts.** The Clerk advised that on Monday the Current Account stood at £43,492.10 £21.00 had been received in recycling credit and £1054.92 in allotment rent and £2314.69 in CIL payments. **It was also resolved for the Clerk to chase the Allotment payments.**
- c) Insurance Please see Action List Report.

18. Village Matters

- a) Council to receive update on any River Swan issues.
Cllr Parker advised that the River Swan is fine and water cress is growing.
- b) Church – Quote for repairs.
Cllr Littlehales said these were around £20,000 **It was resolved for the Council to give an interim payment of £1,000 and the Clerk to advise the Churchwarden.**

19. Planning Applications and Determinations:

Applications:

- 24/00853/F Application for Construction of a single storey garden room swim spa building at 52 Pentney Lakes Common Road Pentney. **It was resolved over the swimming pool and possible leakage of chlorinated water going into the lake. If the lodge was used by different people, the water might have to be changed for each new inhabitant and where would all the water go.**

Determinations:

- 24/00773/F Application for *variation of condition 1 of Planning Consent*
22/00322/F Construction of two storey log cabin – **Withdrawn.**

20. Planning Application re Pentney Lakes/Woods

The Borough Council are still waiting for the environmental report. It has also been deemed a Community Asset.

21. Governance:

- 21.1 Training
No training required.

22. To receive an update on playing field equipment.

- a) **Funding.** Please see Action List Report.

23. Correspondence

All had been circulated.

An email had been received regarding the gym equipment being too close to the playground equipment and that the Council had agreed to the current position. The Company had asked what we would consider moving the equipment or have a fence put in place. Cllr Rons advised that on the previous Rospa Report it had said that some of the adult gym was becoming loose in their fittings. **It was resolved for the Clerk to check with Rospa regarding this standard and ask they advise what would be more appropriate from their point of view.**

24. Items for Next Agenda.

Timber for the Noticeboard- Cllr Parker.

25 The date of the next Parish Council meeting.

The Parish Meeting will be held on Wednesday 26 June at 7.00pm

With no further business, the meeting was closed at 9.07pm.

Action List

Cllr Dallas

- Check with Pentney Lakes Cafe re bike rack.

Cllr Littlehales

- Send Playground brief to the Clerk.

Cllr Rons

- Check out CCLA.

Clerk

- Arrange the Electricity for the playing field site for full electricity use.
- Chase Scribe re Cllr Rons read only access
- Amend VAT figure in 23-24 accounts
- Obtain sort word copy of Section 14 n/plan survey
- Advise Consultant re two days work approved.
- Chase No Dogs/No Fly-Tipping Signs
- Chase re Parish Partnership Scheme and New SAM2.
- Draw Up Action Log Report
- Check re Security and Passwords re Broadband for the Village Hall.
- Sign Bike Rack contract and obtain three quotes.
- Chase Allotment Payments
- Advice Church Warden re payment
- Check with RoSPA re gym equipment/Fence/move
- Start funding for Playground.
- Making Planning Comments to the Borough Council.

Pentney Parish Council
PAYMENTS LIST

			Cheque No	Description	Supplier				
1	1055	Allotment Rent	24/04/2024	Unity	Agricultural Drainage	Environment Agency	X	24.11	24.11
2	1025	Subscriptions	24/04/2024	Unity	Annual Subscription	Norfolk Association of	Z	183.50	183.50
3	1150	Playground	24/04/2024	Unity	Portacabin Removal	Waste Raiders	Z	1,420.00	1,420.00
4	4010	PAYE	24/04/2024	Unity	PAYE	HMRC	X	94.00	94.00
5	4000	- Staff Wages	24/04/2024	Unity	Clerks Salary	Sarah Bristow	X	376.60	376.60
6	1055	Allotment Rent	24/04/2024	Unity	Allotment Rent	The Church Of	X	1,532.50	1,532.50
7	1105		24/04/2024	Unity	Grass Cutting	Mr R T Edwards	X	180.00	180.00
Total								3,786.60	24.11 3,810.71

