

**The Minutes of Pentney Parish Council Meeting held on 26<sup>th</sup> March 2025 at 7.00pm at The Village Hall, Pentney V3**

**Present:** Cllr R Littlehailes (Chair), Cllr M Parker, Cllr K Harvey  
Cllr L Rons, Cllr C Dallas, Cllr. P Wells, Cllr. B. Howlett  
Also in Attendance: 1 member of the public.

**1. To consider acceptance of apologies for absence.**

It was resolved to accept apologies from Sarah Bristow, (Parish Clerk), County Councillor, Cllr Moriarty, Borough Councillor, Cllr Devulapalli

**2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**

None received.

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

None

**4. Reports**

**4.1 County Councillor**

Cllr Moriarty had sent his apologies

**4.2 Borough Councillor**

Cllr Devulapalli had sent her apologies as she cannot make the meeting. See Report attached

**4.3 Neighbourhood Planning including agreement to continue the services of the Consultant to Submission Stage.**

Cllr Littlehailes advised she is awaiting an update from Consultant regarding the work that needs to be undertaken.

**4.4 Speed Awareness Report**

The Co-ordinator handed round the month's reports. The SAMS2 have been located on Narborough Road near Stud Farm facing East and Narborough Road near church Close facing east. Maximum Speed recorded between the 2 points was 60mph Sunday 2<sup>nd</sup> March @ 05.55 & 70mph Sunday 2<sup>nd</sup> March @ 05.55. Difference in vehicle count between the 2 points of 1564 would suggest approximately 25% of vehicles stop or turn off onto either Back Road or Golden Gym. This would suggest locally based vehicles. The Chair thanked him for his report.

**5. Minutes of Annual Parish Council Meeting held on 26<sup>th</sup> February 2025**

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

**6. To consider matters arising from the minutes of 26<sup>th</sup> February 2025.**

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

**b. Council to review action points from the last meeting.**

**Cllr Littlehales**

- Look at the playground lease. Cllr Littlehales was unable to complete but agreed to before the next meeting.

**Clerk**

- Arrange the Electricity for the playing field site by unmetered supply. Awaiting update from Clerk, carried forward
- Claim Groundworks/Locality regarding N/Plan monies. Awaiting update from Clerk, carried forward
- Bus Shelter be placed on the April Agenda
- Check out Allotment Payments. The Clerk to investigate this, carried forward
- Make Planning Comments. Completed.

**7. Minutes of Annual Parish Council Meeting held on 13<sup>th</sup> March 2025**

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

**7.2 To consider matters arising from the minutes of 13<sup>th</sup> March 2025.**

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

**8. Finance**

a. No monthly payment list available but it was resolved to pay HMRC and Clerk's salary for March 2025 when received.

b. Bank reconciliation from Scribe not available, Cllr Wells read out balances from Bank accounts.

|                                            |          |
|--------------------------------------------|----------|
| c. Money received - bank account interest. | £ 106.21 |
| Alford Storage.                            | £ 4.00   |

|                                          |         |
|------------------------------------------|---------|
| d. Payments made - bank account charges. | £. 8.50 |
| Direct Debit (Wi-Fi).                    | £ 25.99 |

**9. Village Matters**

a. **Churchyard Tree Plaque** – Awaiting Update from Clerk

b. **Dogwalking on Playing Field** – A number of comments had been posted on Pentney Community Facebook with the majority of those agreeing that Dogs should not be allowed on the area. Councillors agreed fully with this.

**10. Planning Applications and Determinations:**

**Applications:** None Received

**Determinations:** None Received

## **10. Governance**

### **a. Training.**

No training currently required

### **b. Safeguarding Policy**

It was resolved for this item to be deferred until April meeting. **Cllr. L. Rons to distribute policy to all councillors**

## **11 To receive an update on playing field**

- The Clerk had previously advised that all the money is now in place. It was a matter of cashflow especially with the Borough Council now paying the precept in two instalments.
- Work commenced on the 25<sup>th</sup> March to remove old equipment, the relocation of the adult gym equipment and installation of new equipment. Work is expected to be completed in 3 weeks.
- To mark the opening of the playground the following was suggested:
- Easter Egg Hunt to be held on Saturday 19<sup>th</sup> April between 3pm and 4pm. **Cllr. Rons to approach Waitrose, Swaffham as to donating the Easter Eggs**
- Councillors to bake cakes or supply biscuits **Councillors All**
- Gazebo to be sited on edge of playground or use in the event of bad weather. **Cllr. Littlehales to request use of from Marcus Hawkins**
- Public Liability Insurance to be checked. **Cllr. Rons, to circulate this to all Councillors.**
- Confirm who will certify equipment prior to opening. **Cllr. Rons to email the installers to confirm this**
- Electricity to the Field – De-Fib This item to be removed as the playground needs to be installed and in place before another project started.

## **12. Correspondence**

None Received.

## **13. Items for Next Agenda.**

- Bike Racks
- Closure of Barclays Current Account and the transfer of funds to Unity Trust Bank
- Insurance for Playing Ground Review & Updating of Asset Register

## **14 The date of the next Parish Council meeting.**

The Parish Meeting will be held on Wednesday 30<sup>th</sup> April 2025 at 7.00pm at the Village Hall

With no further business, the meeting was closed at 8.00 pm

## **ACTION LIST**

### **Cllr Littlehales:**

- Look at the playground lease.
- Request use of Gazebo from Marcus Hawkins

### **Cllr Rons:**

- Circulate the Safeguarding Policy to all Councillors
- Contact Waitrose Swaffham to request donating Easter Eggs
- Contact playground installers to confirm certification of playground equipment prior to opening.
- Public Liability Insurance Certificate to all councillors

### **Councillors (All):**

- Bake small cakes or provide biscuits
- Review Safeguarding Policy prior to next Parish Council Meeting

### **Cllr Howlett:**

- To provide small sausages

### **Cllr. Wells:**

- To supply water/orange/lemon squash and paper cups

### **Clerk:**

- Confirm status of VAT submission
- Claim Groundworks/Locality regarding N/Plan monies
- Bus Shelter to be placed on April's Agenda
- Check out Allotment Payment discrepancy as shown on Scribe
- Prepared and Submit Payments List
- Prepared and Submit Bank Reconciliation for February 2025