

The Minutes of Pentney Annual Parish Council Meeting held on 21 May 2025 at 7.00pm at The Village Hall, Pentney

Present: Cllr R Littlehale (Chair) Cllr M Parker Cllr L Rons
Cllr P Wells Cllr B Howlett

Also in Attendance: Sarah Bristow (Parish Clerk), and 3 members of the public.

- 1. To Elect a Chair for the coming year.**
Cllr Parker proposed Cllr Littlehale, this was seconded by Cllr Wells 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 Littlehale proposed Cllr Parker, this was seconded by Cllr Rons 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.**
It was resolved to accept the apologies from Cllr K Harvey and Cllr C Dallas.
- 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 changes around procurement and some of the figures had changed and were suggested higher than what we currently have in place. **It was resolved for this item to be deferred to the next meeting and a working party to look at the changes prior to the next meeting at 6.00pm.**
- 9. To Review Financial Regulations**
The Clerk advised that new Model Financial Regulations have 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 wished to apply. **It was resolved for the item to be deferred to the next meeting and a working party to look at the changes prior to the next meeting at 6.00pm.**

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 2024/25

Cllr Rons and Cllr Wells had been and undertaken an Internal Audit Trail. They wanted to have a finance meeting with the Clerk which was set for 6.00pm on the 10 June. Cllr Rons and Cllr Wells do sample 10% of the last quarter which had not been received. The Clerk advised that it does not give much time to get the internal audit achieved prior to the meeting in which they need to be adopted to meet the deadlines for the external auditor.

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

The next meeting was set for Wednesday 20 May 2026 at 7.00pm.

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

Speeding Traffic

A Parishioner advised that she had four people who wanted to undertake speed watch within the village. The Clerk advised the six people were needed to make up a team. The Parishioner advised that she is sure she can find another couple of people to make up a team. A Parishioner advised that there were a lot of farm traffic with trailer coming down Pentney Lane and all times, day, and night. It was felt that it was waste from Cranswick Foods. **It was resolved for the Clerk to advise the community Police.**

14. Reports

14.1 County Councillor. Cllr Moriarty had sent his apologies. Reports received and attached.

14.2 Borough Councillor Cllr Devulapa.had also sent her apologies. Reports received and attached.

14.3 Neighbourhood Plan Update.

Cllr Littlehailes explained that the Consultant had undertaken a lot of work putting the plan in good order it was now down to the Council to check the details. **It was resolved to have a meeting on Tuesday 10 June at 9.00am at the Village Hall. Cllr Wells to book the hall and Cllr Littlehailes to make six copies available.**

14.4 Speed Awareness Report Including Memorandum of Understanding–Update. The co-ordinator has not been able to produce a report and was unable to attend.

15. Minutes of Parish Council Meeting held on 30 April 2025

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 30 April 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 Littlehailes

- **Look at the playground lease.** Cllr Littlehailes advised that she had not been able to undertake and **It was resolved so leave things as they are currently.**
- **To walk the footpath.** Cllr Littlehailes advised that she had walked the footpath, and it was very narrow in places and very overgrown and they were walking on the crop. **It was resolved for the Clerk to report to NCC Footpath Officer.**

Cllr Rons

- **Get Waitrose Details to the Clerk** This had been completed.

Cllr Parker & Cllr Howlett

- **Remove Ivy from Bus Shelter.** Cllr Parker advised that they had not had time to undertake. **It was resolved for Cllr Parker to remail Cllr Howlett the dates he was able to undertake.**

Clerk

- **Arrange the Electricity for the playing field site by unmetered supply. – On-Going.**
- **Claim Groundworks/Locality regarding N/Plan monies.** Still has not been able to sort.
- **Write and thank Waitrose for the Easter Eggs -completed.**
- **Chase VAT Refund.** The Clerk advised that she had now been able to sign up for correspondence to be carried out via email and was hoping to get this set up for Pentney.
- **Ask Mrs Raby to undertake Internal Audit.** Mrs Raby is currently moving house and is unable to undertake. **It was resolved for the Clerk to find an alternative.**
- **Check Asset Register.** Completed.
- **Chase Plaque.** The Clerk advised that a bracket had been received and not the plaque. **It was resolved for the Clerk to continue to get this sorted.**
- **Write a piece for Nar Valley News Advert for Playground Inspector.** The Clerk advised that she had something drafted but had not sent as was waiting for the next playground inspection course. **It was resolved for the Clerk to book an in-house on-site course for £300.00. Ideally 9th or 16th July.**

17. Finance

- a) Monthly Accounts for Payment. (please see attached payment sheet)
It was resolved for the payments to be made apart from the Playground invoice which was still not correct and resolved for the Clerk to ask for a fully itemised bill and then the balance would be

paid. The current account for Barclays has not yet been closed. **It was resolved for the Clerk to get a copy of the current Mandate and send round.**

- b) Money received – Nothing received.
- c) Bank Rec for April 25. The Clerk advised that she had not moved over to the new financial year due to not completing the internal audit etc.

18 Village Matters

- a) **Churchyard Tree Plaque.** Please see matters arising.
- b) **Repairs to current Bus Shelter.** This cannot be undertaken until the ivy is removed.
- c) **Bike Racks.** The Contractor had failed to keep the appointment to look at the bike racks.

19 To discuss any planning applications or local developments.

Applications:

None received.

Determinations:

19/01374/LDE	Lawful development certificate: Use of land for the siting of touring caravans for the purposes of holiday accommodation throughout the year, except February as identified within 2/96/1661/F and modified by 04/00744/F.at Land Adj To Hotel California 57 Pentney Lakes Common Road Pentney - Lawful
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20 Planning Appeal re Pentney Lakes/Woods.

A Parishioner had advised re the appeal and the Council to write with updated information. **It was resolved for Cllr Littlehailes to write and send to the Planning Inspectorate.**

21. Middleton Aggregates – Pentney Quarry

It was resolved for no comments as the Council have not been consulted on this.

22. Governance

- a) **Training.** No training required.
- b) **Norfolk ALC Conference.** No Councillor wishes to attend.

23. Correspondence

All had been circulated.

The Clerk had sent round an email from RLS Computers regarding getting Microsoft 360 for business on the Council laptop. Cllr Littlehailes advised that she felt that Curry's would be able to undertake this work. **It was resolved for the Clerk to get the Laptop to Cllr Littlehailes, and Cllr Littlehailes to take to Curry's and get the laptop updated.**

24. Items for Next Agenda.
AGAR
Grasscutting Contract.

25 To confirm the date of the next Parish Council meeting 25 June 2025 at 7.00pm at the Village Hall.

With no further business, the meeting was closed at 8.50pm.

Action List

Cllr Littlehales

- Write a report and send off to update the planning inspectorate re Pentney Lakes
- Get the laptop updated with business 365.

Cllr Wells

- Book the Village Hall for the two meetings on the 10 June.

Cllr Parker/Howlett

- Remove the ivy from the Bus Shelter.

Clerk

- Arrange the Electricity for the playing field site for full electricity use.
- Claim Groundworks/Locality regarding N/Plan monies.
- Find someone to undertake the Internal Audit
- Chase Plaque replacement
- Report to the Police regarding traffic travelling at any time.
- Report Footpath to NCC Footpaths Officer.
- Book Full Council Playground Inspection.
- Obtain itemised playground invoice.
- Send round current Barclays Bank Mandate

I'm having to send apologies for this evening's meeting.

Also wanted to flag I did not receive the agenda or papers- could someone please check that I haven't fallen off the distribution list please?

My report is as follows:

The council is now entering its third year under the administration of the independent group. So far this has proved to be a successful partnership of individuals, all united with a common goal of representing their constituents and doing the best that they can for the borough.

We will have more details of the shape of the new council by 2026. Until then this council will be working hard to embed any capital programs and ensure our citizens get best value from their council.

One item I would specifically like to bring to the attention of the council is the launch of the garden wildlife competition.

It is now alive on the council website https://www.west-norfolk.gov.uk/info/20244/biodiversity_net_gain/1183/garden_wildlife_competition_2025 and I would be delighted if you could encourage all of your parishioners to participate.

The parish with the most number of entries gets to win a prize, plus there is an individual prize for one lucky winner, apart from winners for the most wildlife friendly Garden in each category.

Private gardens form a large part of the borough's land and having more wildlife friendly planting in them could go a long way towards improving habitats for our precious insects, butterflies birds, bats and hedgehogs.

There are paper forms as well as posters available for people who cannot use the web links.

If you need any paper entry forms or posters, please let me know and I will drop them off after Thursday next week.

Kind Regards

Pallavi

Dr / Cllr Pallavi Devulapalli
Airfield Ward
BCKL&WN

NEWS RELEASE

PR 5448

19 May 2025

For Immediate Release

Rural Community Project Fund opens for 2025/26

A project call for rural areas of West Norfolk is opening again, inviting expressions of interest for grants to support projects that create new and improved community infrastructure, providing essential community services and assets for local people in West Norfolk.

The Rural England Prosperity Fund is provided by the Government's Department for Environment, Food and Rural Affairs and administered by the Borough Council. The project call provides opportunities for grants of £10,000-£50,000 to fund up to 80% of eligible costs for capital projects.

Councillor Jo Rust, the council's Cabinet Member for People and Communities, said: "The rural nature of West Norfolk is a major reason why people love this part of the world but it can also present challenges for communities and businesses.

"This fund aims to support local communities in a range of ways, for example improving green space, creating new amenities, enhancing active travel options or promoting tourism.

"If you have a good idea for a project that will benefit our rural communities, please send us your expression of interest – we'd love to hear from you."

The scheme opens for Expressions of Interest on Monday 19 May and closes on Monday 16 June.

Projects must meet the objectives of the West Norfolk Economic Vision and Strategy, which will guide the 2025-26 investment of REPF across rural West Norfolk.

The West Norfolk Rural Prosperity Fund is specifically aimed at rural areas of the borough and must be used for capital projects that add something new or make an improvement (i.e. they cannot be used for maintenance purposes).

Grants are open to a range of organisations, including charities and voluntary organisations, community groups, parish or town councils and social enterprises.

Projects should be able to achieve one or more of the following outputs:

- Create or improve green or blue space
- Create or improve amenities
- Create or improve cycleways or footpaths
- Create or improve tourism, culture or heritage assets
- Deliver local events or activities

Interested parties can apply online at www.west-norfolk.gov.uk/repfcommunityinterest

Notes to Editors

More information on the West Norfolk Economic Strategy is available here: www.west-norfolk.gov.uk/economicstrategy

Attachments

- Rural Community Project Fund opens for 2025/26 [Rural Community Project Fund opens for 2025/26](#)