

**The Minutes of Pentney Parish Council Meeting held on 26 June 2025 at
7.00pm at The Village Hall, Pentney**

Present: Cllr R Littlehale (Chair) Cllr M Parker Cllr K Harvey
Cllr P Wells Cllr B Howlett

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

- 1 To consider acceptance of apologies for absence.**
It was resolved to accept the apologies from Cllr L Rons and Cllr C Dallas.
- 2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**
Cllr Howlett declared a personal interest in the planning application.
- 3. Public Participation (10 mins).** This provides an opportunity for members of the public to raise questions about and comment on items on the agenda, and other points, before the Council makes decisions.
- 4. To accept reports from:**
 - a) County Council.** Please see report attached. Cllr Moriarty advised that there was not much going on at the Borough Council, but a FOI request has been received by all parties involved in the Pentney Woods Planning Application. There has been a Corporate Complaint made by the applicant. Cllr Moriarty advised that the government have announced that there will be no funding for Neighbourhood Plans once the current round is finished.
 - b) Borough Council.** Cllr Devulapalli gave her apologies and sent a report please see attached.
 - c) Neighbourhood Planning –** Cllr Littlehale advised that the consultant has really got us so near the line. There will be a meeting on Friday 4 July to hopefully get this piece of work nearer completion.
 - d) Speed Awareness Report. –** The coordinator handed round the reports for the last few months. The highest speed was 85 on the 16 May 2025 at 22.25. The next highest being 55 mph on Monday 5 May 2025 at 9.30am. Regularly around 200 drivers are going faster than the speed limit. The coordinator to try and drill down into the data to come up with some target areas and times.
- 5. Minutes of Annual Parish Council Meeting held on 21 May 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 21 May 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

- Write a report and send off to update the planning inspectorate re Pentney Lakes - **COMPLETED**
- Get the laptop updated with business 365. Cllr Littlehailes advised that PC World said that it should just install. The Clerk advised that she had spoken to a couple of people, and they had advised that the home edition needs to be removed and then the business edition needs to be installed. The operating system is incorrect.

Cllr Wells

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

Cllr Parker/Howlett

- Remove the ivy from the Bus Shelter. **COMPLETED**
It was now resolved for the clerk to get quotes to repair the brickwork and possibly the roof.

Clerk

- Claim Groundworks/Locality regarding N/Plan monies. **COMPLETED**
- Find someone to undertake the Internal Audit **COMPLETED**
- Chase Plaque replacement. The Clerk is having problems as it would seem the email for the person she was dealing with is no longer being received. The Clerk to try phoning.
- Report to the Police regarding traffic travelling at any time. **COMPLETED**
- Report Footpath to NCC Footpaths Officer. **COMPLETED**
- Book Full Council Playground Inspection. **COMPLETED It was resolved for the Clerk to resend the Rospa Report.**
- Obtain itemised playground invoice. **COMPLETED**
- Send round current Barclays Bank Mandate **COMPLETED**

7. Finance

- a) Monthly Accounts for Payment. Council to vote on making the payments.** The Clerk had emailed the payment sheet and handed it around. **It was resolved for these payments to be made apart from the Nurture as Cllr Rons needs to check e.**
- b) Money received – Council to note any money received.** Bank Interest and paper bank monies received. The Clerk advised that the paper bank was going to be removed as not cost effective for collection company.
- c) Bank Rec. Council to approve the bank reconciliation for April/May 25.** This had been emailed and handed round. All in order.
- d) Internal Audit Report.** The Clerk had emailed round and printed for ease all the finance documents again. **It was resolved to accept the Internal Audit Report.**
- e) To sign and agree the Annual Governance Statement.** Cllr Littlehailes went through each of the questions and ticked the relevant boxes and duly signed as the agreement of the meeting.
- f) To agree Annual Accounting Statement 2024/25.** These had been circulated at the Annual Meeting. Cllr Littlehailes went through each of the

lines. **It was resolved that Cllr Littlehailes signed the Annual Accounting Statement for 2024/25.**

- g) **Asset Register.** This was noted and accepted.
- h) **VAT.** The Clerk advised that the report covering the full 24-25 year had not been received and she would be sending recorded.
- i) **Closing of the Barclays Account.** **It was resolved for this item to be deferred until the next meeting so that Cllr Rons can give an updated report.**
- j) **Financial Regulations** The Councillors had met prior to the meeting and had agreed the figures for the Financial Regulations. **It was resolved for the Clerk to make the necessary changes. With the necessary changes these are now agreed.**

8 Village Matters

- a) **Churchyard Tree Plaque.** Please see matters arising.
- b) **Repairs to current Bus Shelter.** The ivy has been removed, and you can see that the wall needs attention. **It was resolved for the Clerk to contact the builders that originally quoted for revised quotes.**
- c) **Bike Racks.** The Contractor had advised elsewhere that they do not need full concrete pads but just concrete blocks to screw into. The café wanted to put in their own. **It was resolved for the café to be allowed to undertake.**
- d) **Paper bank.** The Clerk advised that the contractor who empties the bank has announced they will no longer undertake as it is not cost effective. The bank to be removed.
- e) **Grasscutting Contract** **It was resolved for this item to be deferred until Cllr Rons is present as she has been handling this contact.**

9 To discuss any planning applications or local developments.

Applications:

25/00996/0 Outline Permission for 5 self-build custom build plots (all matters reserved apart from access) at Land e572963 N313870 West of 21 Narborough Road, Pentney. **It was resolved to recommend refusal of the above application due to several reasons. The water pressure in the village is currently unacceptable and will continue to be until major works are undertaken as currently people cannot shower or use upstairs toilets. The traffic for a small village is increasing and more development are not going to help, because of being self builds they will not be necessary in keeping with the village character and add to light pollution. No CIL money which does not help bring much lacking amenities to the village. Has a drainage assessment been asked for as the ditch beyond the area is not draining and so will hold more water and there is always flooding in this area. The ditch is stated as being**

in bad condition biodiversity wise. With 57 extra properties already being build which is much more than advised needed to continued growth, the lack of a shop, pub etc and decent bus service, the council feels that no more development of this stage is acceptable. It was resolved for the Clerk to makes these comments to the Borough Council.

Determinations:

24/02189/F Application for Retrospective development of a single storey garden room swim spa building. 52 Pentney Lakes Common Road Pentney. **Granted**

24/00187/F Retrospective: Change of use from Sui Generis to use for private family activities and retention of mobile caravan for recreational hobby purposes. Land At E572012 N314278 Bilney Road Pentney **Refused**

25/00394/LDP Lawful Development Certificate for the Proposed Use of land for the siting of 22 static caravans and 40 touring caravans for the purpose of human habitation (residential use) throughout the year Pentney Country Club Touring Caravan Park Narborough Road Pentney – **Not Lawful.**

10. Governance

a) Training. The Clerk advised that she was still trying to source the best playground inspection course.

11. Correspondence

All had been circulated.

12 Items for Next Agenda.

**Payment Card
Investment Policy
Reserves Policy**

13 To confirm the date of the next Parish Council meeting 30 July 2025 at 7.00pm at the Village Hall.

With no further business, the meeting was closed at 8.20pm.

Action List

Cllr Littlehales

- Get the laptop updated with business 365.

Clerk

- Claim Groundworks/Locality regarding N/Plan monies.
- Chase Plaque replacement
- Send round Rospa Report to all councillors
- Obtains quotes for bus shelter repairs
- Make necessary changes to Financial Regulations
- Make planning comments
- Put items for next agenda on agenda.

Pentney Parish Council

2 July 2025 (2025-2026)

PAYMENTS LIST

25/06/2025

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	1075 Bank	01/06/2025		Barclays Current		Bank Commission	Barclays Bank	Z	8.50		8.50
19	1070 Bank Charges Unity	01/06/2025		Unity		Bank Commission	Unity Bank	X	6.00		6.00
21	1145 Playground New	01/06/2025		Unity		playground	Action Play and Leisure	S	11,460.68	2,292.14	13,752.82
31	1005 Councillors Expenses	25/06/2025		Unity		Printer Cartridges - Cllr	Amazon	Z	58.00		58.00
26	1025 Subscriptions			Unity		Broadband	Plusnet	S	24.16	4.83	28.99
30	1100	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	77.76	15.55	93.31
28	1100	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	77.76	15.55	93.31
29	1100	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	77.76	15.55	93.31
27	1100	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	77.76	15.55	93.31
24	1100	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	77.76	15.55	93.31
24	1105	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	102.06	20.41	122.47
27	1105	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	102.06	20.41	122.47
29	1105	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	102.06	20.41	122.47
28	1105	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	102.06	20.41	122.47
30	1105	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	102.06	20.41	122.47
29	1110 Grasscutting Verges	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	61.69	12.34	74.03
30	1110 Grasscutting Verges	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	61.69	12.34	74.03
28	1110 Grasscutting Verges	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	61.69	12.34	74.03
27	1110 Grasscutting Verges	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	61.69	12.34	74.03
24	1110 Grasscutting Verges	25/06/2025		Unity		Grass Cutting	Nurture Landscaping	S	61.69	12.34	74.03
25	1155 Playground	25/06/2025		Unity		Playground Inspection	ROSPA Play Safety	S	136.00	27.20	163.20
23	4000 - Staff Wages	25/06/2025		Unity		Clerks Salary	Sarah Bristow	X	389.32		389.32
22	4010 PAYE	25/06/2025		Unity		PAYE	HMRC	X	107.86		107.86
Total									13,398.07	2,565.67	15,963.74

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

Please could you remind everyone that the garden wildlife competition is now live.

The link is below.

https://www.west-norfolk.gov.uk/info/20244/biodiversity_net_gain/1183/garden_wildlife_competition_2025

Please encourage parishioners to enter even if they tick just one box on the form.

There is a prize of a garden voucher for the best gardens, plus one lucky winner plus one for the parish with the most entries, so every entry does count! Paper forms are available from the council office, or I can drop some off next week if you need them.

Kind Regards

Pallavi

Parish Councils will have received a self-serving naked power grab from Norfolk County Council saying they should be the unitary authority. I will have no skin in the game (beyond being a resident) as will not be standing for election of any nature in future. As a resident I think the County taking over all responsibilities for local government would be a disaster. They can't do what they are responsible for currently, heaven help us if they take over.

Roadworks - fines for non-compliant roadworks in Norfolk

Norfolk County Council has issued fines totalling £685,000 in a year for non-compliant roadworks as part of its ongoing efforts to reduce the impact of roadworks upon Norfolk's communities.

The Council's role is to coordinate and manage street works across the county. In 2024/25, they issued over 44,000 street and roadwork permits, with 75% of these relating to works by utility companies and developers. Of these, 7,000 were emergency works, which often cause the most disruption. The Council rejected 5,400 permit proposals that were unacceptable. However, their powers remain limited under national legislation, so 79 utility companies have a legal right to carry out works on public highways – and in emergency situations, can begin this work before notifying the Council.

The Council does have the power to issue Fixed Penalty Fines (FPNs) to utility companies for breaches such as working without a permit or failing to comply with permit conditions.

In 2024/25, Norfolk County Council issued 2,809 Fixed Penalty Notices (FPNs) for breaches such as working without a permit or failing to meet permit conditions—raising nearly £340,000 in fines. A further £345,000 was recovered from 306 cases where works overran, causing 1,317 days of disruption across Norfolk's roads.

In addition, the Council successfully prosecuted two utility companies, resulting in court-imposed fines of nearly £100,000, with full costs awarded to the Council.

Norfolk's Local Nature Recovery Strategy – public consultation

The county council is inviting everyone to take part in their public consultation on Norfolk's draft Local Nature Recovery Strategy (LNRS).

Running until 11 June, this consultation aims to gather feedback on priorities and actions for restoring and enhancing nature across Norfolk, reversing biodiversity loss and promoting sustainable land use to benefit both people and wildlife.

Norfolk's Local Nature Recovery Strategy is one of 48 across the country, aimed at addressing the decline in nature and identifying a network of areas to help it recover.

Please take the time to fill in the survey and share with local groups who might want to provide their input, and with your local residents.

A link to the consultation is available [here](#).

You can find out more on [our website](#)

Contact the team at naturalnorfolk@norfolk.gov.uk for further information and posters.

Norfolk Fire and Rescue Service update

In the last year, Norfolk Fire and Rescue Service has helped more people than ever before stay safer in their homes. Between April 2024 and April 2025, the service's Prevention team, fire crews and volunteers completed 8,164 in-person Home Fire Safety Visits, which is a 139% increase on 2023-24 and the highest on record for the service.

Home Fire Safety Visits are free, in-person visits designed to reduce the risk of fire and improve safety and wellbeing in homes across Norfolk. They identify potential hazards, raise awareness and influence safer behaviours and also serve as a gateway to wider health and wellbeing support - with teams able to make onward referrals to services such as social care, mental health support and assistive technology providers.

If you know someone who may benefit from a Home Fire Safety Visit, please refer them via our website where we will check if they are eligible: www.norfolk.gov.uk/firesafetycheck.

Investment for autistic children

Proposals to develop more specialist education places in Norfolk for autistic children have been boosted, thanks to proposed investment from the Cullum Family Trust.

Working alongside the National Autistic Society, the Cullum Family Trust has offered to provide £2.2m to help support Norfolk County Council's plans for more specialist resource bases, supporting children with additional needs at mainstreams schools.

If approved, the proposals would see £1.1m invested at both Acle Academy and Alderman Peel High School, with Norfolk County Council meeting the remaining £2.5m capital costs for the projects.

The Cullum Family Trust has been set up by Peter Cullum, CBE, a philanthropist and businessman who grew up in Norfolk. The National Autistic society, on behalf of the Cullum Family Trust, is working in partnership with the County Council and the Wensum Trust to develop Norfolk's first Cullum Centres. The aim of the centres is to provide specialist support to autistic children to help them thrive within a mainstream school.

Further information is available in our press release [here](#).

Norfolk County Council's Cabinet is being asked to agree the proposed investment and partnership with the Cullum Family Trust, when it meets on 2 June.

A link to the Cabinet papers is available [here](#).

New exhibition - Unearthed: The Power of Gardening

Unearthed: The Power of Gardening is a free display beginning in Norfolk's Museum of Norfolk Life at Gressenhall Farm and Workhouse and continuing to Dereham Library, Norwich's Millennium Library and Fakenham Library.

The display explores the transformative, enriching and sometimes radical power of gardening. Inspired by the British Library's major exhibition, Norfolk Library and Information Service is one of 30 library services celebrating gardening through the UK-wide Living Knowledge Network.

Unearthed: The Power of Gardening explores how the act of gardening can heal and sustain people in a multitude of ways. It reveals how gardening can bring people together, empower communities and shape our relationship with the natural world. It also considers gardening as a form of activism, as a means of challenging land ownership and highlighting social disparities, as well as providing a global story about the movement of plants.

The touring exhibition will take place at:

- Dereham Library - 10 June - 12 July
- Norfolk & Norwich Millennium Library - 15 July - 30 August
- Fakenham Library - 2-27 September

Further details about this exhibition and additional supporting events are available in our press release [here](#).

Norfolk County Council is set to launch a new grant scheme to support local community groups.

Each of the 84 local county councillors will be allocated £5,000 to distribute within their divisions, ensuring that funding decisions are made close to home.

The fund will offer grants ranging from £200 to £2,500 to support local projects that promote social inclusion, volunteer opportunities, and community engagement.

Any local non-profit group can apply, including charities, community associations, scout and guide groups, sports groups, faith groups whose activities benefit the wider community.

For grants of £500 or more, groups will be asked to match fund 50% through the Crowdfunding platform, potentially doubling the available funding. Grants under £500 will not be required to seek match funding but groups are welcome to do so to boost their total.

Projects must clearly benefit the local community within the local area. They should aim to bring people together, celebrate local culture, and improve the overall quality of life in Norfolk.

The 2025/26 programme will support key themes:

Ageing Well: Supporting the well-being of older adults through community projects.

Youth Focus: Engaging young people in meaningful activities.

Green and Clean: Promoting environmental sustainability.

Come Together: Celebrating community and culture through public events.

Active Living: Encouraging sports and physical activities.

Creative Connections: Fostering arts and cultural projects.

The process to apply for the fund will follow a simple step by step guide. Local groups will be asked to:

Approach your local councillor and explain the project.

If the councillor would like to support your project, they will provide you with a letter of support.

Once you have this, fill in the application form on the Crowdfunder website. The team at Norfolk County Council will approve the application, subject to due diligence checks, and add the Norfolk Community Fund Pledge.

The community group can then start crowdfunding for 50% match funding required (for projects under £500, there will be no match-funding requirement, but groups will have the option to still crowdfund if they wish to increase the total amount of funding).

Once the group has reached 100% of the target, they will receive the funding & will be able to start their project.

Norfolk County Council will require you to fill in a questionnaire 1 month post project completion about the impact of the project & the experience of the process. More details will follow in July.

County Councillor Jim Moriarty

Gayton and Nar Valley - Norfolk County Council