

**The Minutes of Pentney Parish Council Meeting held on 30 July 2025 at 7.00pm
at The Village Hall, Pentney**

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

Also in Attendance: Sarah Bristow (Parish Clerk), Cty Cllr J Moriarty, Borough Councillor Devulapalli and 1 member of the public.

- 1 To consider acceptance of apologies for absence.**
It was resolved to accept the apologies from Cllr B Howlett
- 2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**
None declared.
- 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 were two briefings recently received. One on devolution and one on the Guildhall.
 - b) Borough Council.** Cllr Devulapalli advised that the renovation of the Guildhall has already started and it is a project that everyone should support for its historical and architectural importance the cost is currently coming in at around 30 million and currently 15 million is available. James Wild MP's wife is involved and it will be great to preserve boards that Shakespeare actually walked on.
 - c) Neighbourhood Planning –** Cllr Littlehales advised that she is very happy with the consultants work. The document is a working document and has been colour coded to make the follow up work easier and six copies have been produced. Cllr Dallas agreed to give her copy to Cllr Parker.
 - d) Speed Awareness Report. –** The coordinator had sent the latest reports as he is not able to attend the meetings due to work commitments. There is a need to thank him for the work that he has achieved and we desperately need to get someone to undertake this valuable work going forward. **It was resolved to award him an honourarium of £100 and for Cllr Rons to find out his bank details.**
- 5. Minutes of Annual Parish Council Meeting held on 25 June 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 25 June 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

- Get the laptop updated with business 365. Not had time to complete.

Clerk

- Claim Groundworks/Locality regarding N/Plan monies. The Clerk advised that she had sent the claim and it had been sent back saying it needed to go to Groundworks but they have said that it needs to go to Locality. **It was resolved for the Clerk to try and take it higher to get it resolved.**
- Chase Plaque replacement. The Clerk advised that she was not having any joy but would try and reach out from another angle.
- Send round Rospa Report to all councillors – **Completed. The Clerk was asked to send round again. The Clerk also advised that she had the Investment Policy and Reserves Policy ready to send.**
- Obtains quotes for bus shelter repairs The Clerk advised that she had emailed both companies. One was due to meet with her this week then was unable to so will arrange for another time and the gentleman in the village had not got back to her at all. **It was resolved for Cllr Parker to try and speak with him.**
- Make necessary changes to Financial Regulations. **Completed**
- Make planning comments - **Completed**
- Put items for next agenda on agenda.- **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.**
- b) **Money received – Council to note any money received.** Bank Interest and paper bank monies (£19.00) received.
- c) **Bank Rec. Council to approve the bank reconciliation for June 25.** This had been emailed and handed round. All in order.
- d) **Quarterly Budget Report.** This was planned for Tuesday 2 September at the Hall at 6.00pm.
- e) **VAT.** The Clerk advised that they had written and saying that everything was in order but they needed proof of the new bank details. The Clerk advised that she had sent them before but would send them again.
- f) **Closing of the Barclays Account.** Cllr Rons advised that they require the people on the mandate to sign and she did not know who was on the mandate. The Clerk advised that she had sent these details after the last meeting. **It was resolved for Cllr Harvey to look into this as she is a signatory. The Clerk to see if Unity are able to just transfer the monies out.**
- g) **Investment Policy** The Clerk had meant to send round. **It was resolved for the Clerk to send round.**
- h) **Reserves Policy** The Clerk had meant to send round. **It was resolved for the Clerk to send round.**
- i) **Payment Card.** The Clerk advised that currently the only way to purchase items on line was using her personal account and the council should have a provision for this. **It was resolved for the Clerk to look into a payment card with Unity Trust.**

8 Village Matters

- a) **Churchyard Tree Plaque.** Please see matters arising.
- b) **Repairs to current Bus Shelter.** Please see matters arising. Cllr Howell and Cllr Parker still need to look at the ivy behind the guttering and they need to remove the guttering to undertake.
- c) **Bike Racks.** The Contractor had advised elsewhere that they do not need full concrete pads but just concrete blocks to screw into. **It was resolved for Cllr Parker to look at the work involved and it might be that this work is given to the contactor who is going to undertake the bus shelter repairs.**
- d) **Grasscutting Contract** Cllr Rons advised that she has emailed and emailed and still no joy the person who she use to deal with has now left the company and she seems to be getting no where. **It was resolved for Rons to try one more time and copy in the Chair and Clerk.**
- e) **Flies** Cllr Howell had advised that there was a large amount of flies in the area currently and felt that they may be coming from the pig farm but was not sure. **It was resolved for the Clerk to speak with Environmental Health.**

9 To discuss any planning applications or local developments.

Applications:

None Received

Determinations:

None Received

10. Governance

a) Training.

The Clerk advised that she needed some dates when the playground inspection could take place. **It was resolved for this to take place in September and the Clerk to try and sort.**

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 24 September 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.

Cllr Rons

- Obtain bank details of the SAMS Co-ordinator
- Try Nurture one more time

Cllr Parker

- Speak with Pentney handyman re bus shelter and bike racks
- Work with Cllr Howlett re removing ivy behind guttering on bus shelter.

Cllr Howlett

- Work with Cllr Parker re removing ivy behind guttering on bus shelter.

Cllr Harvey

- To look at closing Barclays Current Account

Cllr Dallas

- To get her copy of the Neighbourhood Plan to Cllr Parker

Clerk

- Claim Groundworks/Locality regarding N/Plan monies.
- Chase Plaque replacement
- Send round Rospa Report to all councillors
- Send round Investment Policy
- Send round Reserves Policy
- See if Unity can transfer the money from Barclays
- Obtain details of payment card from Unity
- Speak with Environmental Health re flies
- Send bank details to HMRC
- Put items for next agenda on agenda.

Pentney Parish Council
PAYMENTS LIST

6 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	1110 Grasscutting Verges	02/07/2025		Unity		Grass Cutting	Nurture Landscaping	S	61.69	12.34	74.03
32	1100	02/07/2025		Unity		Grass Cutting	Nurture Landscaping	S	77.76	15.55	93.31
32	1105	02/07/2025		Unity		Grass Cutting	Nurture Landscaping	S	102.06	20.41	122.47
33	1075 Bank	30/07/2025		Barclays Current		Bank Commission	Barclays Bank	E	8.50		8.50
34	4010 PAYE	30/07/2025		Unity		PAYE	HMRC	X	107.66		107.66
37	1025 Subscriptions	30/07/2025		Unity		Broadband	Plusnet	S	24.16	4.83	28.99
36	1070 Bank Charges Unity	30/07/2025		Unity		Bank Commission	Unity Bank	X	6.00		6.00
35	4000 - Staff Wages	30/07/2025		Unity		Clerks Salary	Sarah Bristow	X	389.52		389.52
38	6000 Neighbourhood Plan	30/07/2025		Unity		Neighbourhood Plan	Rosie	E	101.00		101.00
Total									878.35	53.13	931.48

Norfolk County Council updates

New fund for local projects launched

Local groups across Norfolk can apply for funding through the newly launched Norfolk Community Fund. The Norfolk Council grant scheme is designed to support grassroots organisations at the heart of every community.

Each of Norfolk's 84 county councillors has been allocated £5,000 to distribute within their division, ensuring that funding decisions are made by those who know their communities best.

With an estimated 10,000 voluntary, community, and social enterprise (VCSE) organisations in Norfolk - including 3,500 registered charities and 6,500 informal groups - the fund aims to provide a vital boost at a time when many are facing financial pressures.

Local groups who could benefit from a grant are encouraged to contact their local county councillor with details of their project and the funding needed.

The fund offers grants between £200 and £2,500 to support projects that promote things like social inclusion, volunteering, and community engagement.

Further details and how to apply are available on the county council website [here](#). (The site also includes a link to find out contact details for county councillors).

Options assessment work for a Norwich Western Link

Norfolk County Council has laid out plans to assess options for a Norwich Western Link, to tackle growing traffic issues and improve travel to the west of Norwich.

The County Council's cabinet will be asked to approve the options assessment work, which would include a public consultation, when they meet on Monday 7 July. If approved, options that would be assessed would include improvements to the existing road network, public transport and active travel proposals (such as measures to support walking, wheeling and cycling) as well as new single and dual carriageway routes.

The Council's previously submitted planning application for a 3.9-mile dual carriageway road between the A47 and Broadland Northway was withdrawn in January after the Council were unable to resolve an objection from Natural England relating to barbastelle bats. The Council has been in discussions with the Department for Transport (DfT) over the next steps for the project. DfT agreed in principle, subject to the completion of their processes, to funding of £960k, or two-thirds of the overall estimated cost of £1.43 million of the options assessment work.

The report on the Norwich Western Link project will be considered by Norfolk County Council's cabinet on Monday 7 July 2025.

Further details are available in our press release [here](#).

Norwich Castle Museum – Castle Keep opening date announced

Norwich Castle Keep will re-open on 7 August 2025.

The Keep has been completely reimagined as part of the Norwich Castle: Royal Palace Reborn project, bringing Norman England vividly back to life. The redevelopment project has received £13m from The National Lottery Heritage Fund and support from Norfolk County Council.

When it reopens, the Keep will transport visitors back 900 years to the heyday of Norman England when Norwich was medieval England's influential second city. Visitors are encouraged to explore:

- The recreated medieval palace with floors and rooms that have been meticulously reinstated and are fully furnished, bringing alive the sights and sounds of the Keep.
- The UK's most accessible castle, with step-free access from basement to rooftop battlements – a first in its 900-year history.
- The Gallery of Medieval Life: A British Museum Partnership will showcase nearly 1,000 medieval artefacts.
- Immersive, multisensory experiences that bring the Norman palace to life.

Priority booking with a Norfolk Museums Pass opens: Thursday 17 July

General booking opens: Thursday 24 July

Further information about the Norwich Castle, Museum and Art Gallery is available [here](#).

Special Schools – update

A building project in Swaffham, which will create 27 new special school places and a new school for 224 children with SEND, recently celebrated its topping out ceremony.

The Fred Nicholson School relocation project will provide state-of-the-art facilities. The new school will include 17 classrooms, dedicated sixth form and Autism Spectrum Disorder (ASD) areas, and specialist spaces for life skills, sensory immersion, and physical development. It is due to open in spring 2026 and is part of plans to deliver new special school places through expansion projects.

Over the past five years, Norfolk County Council has:

- Built 3 new special schools, creating a combined 358 new school places
- Expanded existing special schools to create a further 289 more places
- This is a 41% increase in the number of special school places in Norfolk.

The council is awaiting a Department for Education decision on a further two new special schools in Downham Market and Great Yarmouth which would deliver another 270 places.

Consultation – new bus lane to reduce delays on Hardwick Road King Lynn

Norfolk County Council is inviting residents and road users to share their views on a proposed new bus lane along the A149, Hardwick Road, as part of its ambitious Bus Service Improvement Plan (BSIP).

The proposal would see the introduction of an inbound bus lane between the railway bridge and Horsley's Fields, a section of road plagued by congestion during peak hours. The aim is to significantly improve bus journey times and reliability by easing traffic delays between the A47 Hardwick Roundabout and Southgate's Roundabout.

People are encouraged to take part in the public consultation, open until 21 July 2025. If the scheme gets the go-ahead, construction is expected to begin in early 2026.

To take part visit www.norfolk.gov.uk/hardwickroad.

County Councillor Jim Moriarty

Gayton and Nar Valley - Norfolk County Council