

**The Minutes of Pentney Parish Council Meeting held on 24 September 2025 at
7.00pm at The Village Hall, Pentney**

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

Also in Attendance: Sarah Bristow (Parish Clerk) and 4 members of the public.

- 1 To consider acceptance of apologies for absence.**
It was resolved to accept the apologies from Cllr L Rons.
- 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.**

Call for Action.

A Parishioner advised that because the Planning Inspectorate have granted permission for the 37 Eco Lodges on Pentney Woods an action group have been formed against the decision and on behalf of the wildlife that will be lost. There is a meeting at the Village Hall on Friday.

- 4. To accept reports from:**
 - a) County Council.** Please see report attached. Cllr Moriarty had sent his apologies.
 - b) Borough Council.** Cllr Devulapalli had sent her apologies.
 - c) Neighbourhood Planning –** Cllr Littlehales advised that she had a very productive meeting with the consultant regarding the recent work submitted by the working group. The Consultant is giving up her business in six-month time, so the plan has to be at a stage where her work is achieved. Cllr Littlehales asked Cllr Wells if she was able to undertake plotting of the heritage sites on a map. The Consultant has a meeting booked with the Borough Council to update documents and ask the questions that she currently has. Which include tourism and especially with the eco-lodges etc which all add to the services but no new infrastructure. Cllr Littlehales advised about the Local Green Spaces, and it was felt that the churchyard was already protected, which leaves the playing field, village green and possibly the green burial land. Cllr Dallas agreed to look at plotting these on an OS Map. Cllr Littlehales felt that they were so near the finish now and it is hoped that four more days of the consultant's time would get it to the stage of being submitted for verification checks by the Borough, before referendum. The Consultant will quote for the extra work after speaking with the Borough Council.
 - d) Speed Awareness Report. –** After the meeting, the Clerk found reports from the coordinator who had sent the latest reports as he is not able to attend the meetings due to work commitments. A replacement coordinator is urgently needed.

5. Minutes of Annual Parish Council Meeting held on 30 July 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 30 July 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. This has been passed over to Cllr Wells.

Cllr Rons

- Obtain bank details of the SAMS Co-ordinator Unable to check as Cllr Rons is not present at the meeting.
- Try Nurture one more time

Cllr Parker

- Speak with Pentney handyman re bus shelter and bike racks. Cllr Parker advised that he had not found him in on the occasions he had knocked on his door. Cllr Parker advised of someone else he would try who advertised in the local magazine, who he knew friends had used and had said that he did a good job.
- Work with Cllr Howlett re removing ivy behind guttering on bus shelter. Not achieved.

Cllr Howlett

- Work with Cllr Parker re removing ivy behind guttering on bus shelter. Not achieved.

Cllr Harvey

- To look at closing Barclays Current Account. This had been passed on to Cllr Wells who felt that it would finally be closed, and the money transferred to the unity trust account.

Cllr Dallas

- To get her copy of the Neighbourhood Plan to Cllr Parker. Cllr Dallas advised that she had left the copy in a plastic bag at Cllr Parker back door. Cllr Parker advised that he had not received. **It was resolved for Cllr Littlehailes to get a copy with the latest updates to Cllr Parker.**

Clerk

- Claim Groundworks/Locality regarding N/Plan monies. Hopefully, this is now achieved.
- Chase Plaque replacement. This has now been received.
- Send round Rospa Report to all councillors – Achieved.

- Send round Investment Policy. Ready to send round, Item to go on next agenda.
- Send round Reserves Policy. Ready to send round, Item to go on next agenda.
- See if Unity can transfer the money from Barclays. This is only with new accounts not one already started.
- Obtain details of payment card from Unity. The Clerk advised that she had not been able to gain access for the last couple of weeks and was now waiting for a passcode to come in the post. When she was able to gain access, she would print off the form for signatories to sign.
- Speak with Environmental Health re flies Achieved.
- Send bank details to HMRC Achieved.
- Put items for next agenda on agenda. Achieved.

7. Finance

- 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.**
- Money received – Council to note any money received.** The Clerk advised that Bank Interest should be achieved at the end of the month, the second half of the precept had also been received and she needed to send an invoice to NCC for £1777.00 for the half of the Parish Partnership Scheme regarding the Sams2. .
- Bank Rec. Council to approve the bank reconciliation for July/August 25.** The Clerk advised that July had been sent round but due to not being able to get into the bank account August was still to be achieved.
- Quarterly Account Review Report.** Cllr Wells advised that April to July would be achieved on Tuesday.
- VAT.** The Clerk advised that she had sent the details but still no payment had been made, and she suggested that the MP is asked to investigate. **It was resolved for the Clerk to take up with the MP.**
- Closing of the Barclays Account.** As previously advised Cllr Wells believes she had achieved this time.
- Investment Policy** The Clerk had meant to send round. **It was resolved for the Clerk to send round.**
- Reserves Policy** The Clerk had meant to send round. **It was resolved for the Clerk to send round.**
- Payment Card.** The Clerk will undertake as soon as she has access. **It was resolved for the Clerk to look into a payment card with Unity Trust.**

8 Village Matters

- Churchyard Tree Plaque.** Please see matters arising.
- Repairs to current Bus Shelter** Please see matters arising.
- Bike Racks.** **It was resolved for Cllr Parker to ring the other contractor and see if he would quote to undertake the work.**
- Grasscutting Contract** There were concerns that if we cancel the contract we might be in a position where we cannot find another contractor and this contractor might not wish to work for us again. **It was resolved not to cancel the contract.**

9 To discuss any planning applications or local developments.

Applications:

25/01458/F VARIATION OF CONDITION 2 OF PLANNING PERMISSION 21/00100/F: Proposal for single storey extensions to include dressing room, kitchen extension and ensuite extension in addition to replacing existing container storage area with purpose built 4 bay garage/boat shed with storage area above at 8 Abbey Lakes Close Pentney Determinations: None received at time of publication. **It was resolved to object as overdevelopment of the site.**

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 the Clerk to try and book a Monday or Friday in October/November.**

11. Correspondence

All had been circulated.

Water Pressure

An email had been received by a Parishioner concerned about the water pressure. He was concerned regarding a fire engine could not be refilled due to the lack of pressure from the hydrant in Pentney Lane. The Parishioner had been informed by Anglian Water that it was down to problems with the pumps at Marham and they had not been set up correctly. This has now been resolved, and the pressure is just about fine to use an upstairs toilet and shower. There was concern regarding the hydrant and **It was resolved for the Clerk to speak with the Safety Inspector for the Fire Service.**

Noticeboard Key

Cllr Rons had advised that she is now no longer able to service the noticeboards as she is away from home regularly currently. **It was resolved for the Councillors to take it in turn to put the notices on the boards.**

12 Items for Next Agenda.

**Payment Card
Investment Policy
Reserves Policy**

13 To confirm the date of the next Parish Council meeting 29 October 2025 at 7.00pm at the Village Hall.

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

Action List

Cllr Littlehales

- Get a copy of the Neighbourhood Plan to Cllr Parker

Cllr Wells

- Get the laptop updated with business 365.
- Map the Heritage Assets.

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 Dallas

- Map the Green Spaces.

Clerk

- Claim Groundworks/Locality regarding N/Plan monies.
- Send round Investment Policy
- Send round Reserves Policy
- Speak with MP Re VAT rebate
- Common on Planning Application
- Speak with Fire Safety Officer
- Put items for next agenda on agenda.

Pentney Parish Council
PAYMENTS LIST

16 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
46	1075	Bank	01/09/2025	Barclays Current		Bank Commission	Barclays Bank	X	8.50		8.50
47	1110	Grasscutting Verges	01/09/2025	Unity		Grass Cutting	Nurture Landscaping	S	61.69	12.34	74.03
49	1025	Subscriptions	01/09/2025	Unity		Broadband	Plusnet	S	24.16	4.83	28.99
48	1070	Bank Charges	01/09/2025	Unity		Bank Commission	Unity Bank	X	6.00		6.00
47	1100		01/09/2025	Unity		Grass Cutting	Nurture Landscaping	S	77.76	15.55	93.31
47	1105		01/09/2025	Unity		Grass Cutting	Nurture Landscaping	S	102.06	20.41	122.47
51	4000	- Staff Wages	25/09/2025	Unity		Clerks Salary	Sarah Bristow	X	451.72		451.72
50	4010	PAYE	25/09/2025	Unity		PAYE	HMRC	X	135.16		135.16
Total									867.05	53.13	920.18

