

Pentney Parish Council Minutes of the Parish Council Meeting
Held on 25 February 2026 at 7.00pm
Venue: Village Hall, Pentney

Present

Cllr R Littlehales (Chair)
 Cllr K Harvey
 Cllr L Rons

Cllr C Dallas
 Cllr P Wells
 Cllr B Howlett

Also in attendance:

County Cllr J Moriarty
 Three members of the public

1. Apologies for Absence It was resolved to accept apologies from Cllr M Parker and KLWNBC Cllr P Devulapalli.

2. Declarations of Interest No declarations of interest or requests for dispensations were received.

3. Public Participation (15 minutes maximum, 5 minutes per speaker)

- **Neighbourhood Plan:** A progress report was requested. Cllr Littlehales confirmed the Plan remains at draft stage and will be uploaded to the Parish website once more advanced. Further detail under Item 4c.
- **Bus Shelter Refurbishment:** Due to difficulty sourcing a builder/handyman, a parishioner has offered to assess the required works and associated costs and report via clerk@pentneyparishcouncil.gov.uk.
- **Defibrillator Phone Box:** The phone box housing the defibrillator was reported as shabby and in need of improvement. Cllr Dallas to seek assistance with refurbishment.
- **Speeding Concerns:**
 - Traffic calming measures were suggested. This is a Highways matter; speeding enforcement is a police matter.
 - Due to a lack of recent SAMS data and no current volunteer collecting data, there is insufficient evidence to escalate to police.
 - County Cllr Moriarty offered to raise traffic calming with Andy Wallace (Highways).
 - A member of the public offered to seek 5–6 volunteers via Facebook for the Speed Watch programme
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4. Reports

4a. County Councillor Report – Cllr J Moriarty

- Elections, previously postponed to allow Norfolk Council to focus on local government reorganisation and devolution, will now take place on 7 May 2026.
- Cllr Moriarty announced he is retiring as Independent Councillor for the Airfield Ward.
- Community Infrastructure Levy (CIL) funding: £1 million is currently available for two months. The Village Hall Committee are aware and considering an application (accessibility improvements for the village hall).
- Government proposals may involve greater intervention and removal of certain planning powers from Local Planning Committees.

4b. Borough Councillor Report

4c. Neighbourhood Plan

- a) The Parish Council has been advised to rerun the Regulation 14 consultation process.
- b) When updated, the Neighbourhood Plan will be published on the Parish website. A dedicated Neighbourhood Plan email account (administered by the consultant for Regulation 14 purposes) will be created. The revised Plan will be available at a Village Hall Coffee Morning (date to be confirmed). A flyer/notice will be placed in the Nar Valley News to advertise public consultation.
- c) It was agreed that Norfolk Association of Local Councils (NALC) will administer the Parish website. The Marham Parish Council website was noted as an example of good practice.

4d. Speed Awareness Report No update received.

5. Minutes of the Meeting Held on 14 January 2026

5.1 Approval It was resolved to approve the minutes as a true and accurate record.

6. Matters Arising from 14 January 2026

a) Matters not on the Agenda

Agendas and Minutes will continue to be posted on village noticeboards until the website is updated. A link to the new website will be shared via the local Facebook page once available.

b) Review of Action Points

- Action List reviewed (carried forward items noted).
- Builder's Quote (Cllr Parker): No update due to absence.
- VAT Reclaim: Thanks were expressed to Cllr Rons for successfully reclaiming VAT for 2023/24, 2024/25 and 2025 (Q1–3).
- Information Technology Policy (Assertion 10): Postponed — document requires revision.
- Quarterly Budget Report: Outstanding.

7. Finance

a) Monthly Payments (February 2026): £842.54 – approved.

In the absence of a Clerk and access to Scribe, Cllr Wells and Cllr Rons prepared financial reports and processed VAT reclaims.

b) Income received: £15,625.60.

c) Bank reconciliation for January – approved.

d) VAT: Q4 2025 outstanding; expected imminently.

e) Neighbourhood Plan Consultancy: Unanimous agreement to accept the quote from Jacqueline Veater (Govresources) for completion of final stages, Regulation 14 rerun and submission to adoption. Total cost including optional Phase 4: £3,500.

f) Website Management: In the absence of a Clerk, the Council will engage NALC to manage the website at £280 + VAT per annum.

g) Banking Arrangements: It was agreed to transfer the remaining Barclays accounts (Graveyard Account and Reserve Account) to Unity Trust Bank, consolidating all Parish funds. Graveyard Account: 95-day higher interest account. Reserve Account: 32-day account.

h) IT Equipment: The Parish Council laptop is slow. Purchase of Microsoft 365 to coincide with a new laptop following appointment of a new Clerk.

i) PlusNet contract at Village Hall – Cllr Rons to monitor.

j) Quarterly Internal Audit – in progress (Cllr Rons & Cllr Wells).

k) AGAR external audit – June deadline noted.

l) Former Clerk's Expenses – Awaiting detailed breakdown and receipts. No response received regarding missing folders/data.

8. Village Matters

a) Bus Shelter Repairs – Outstanding.

b) Bike Racks – Cllr Howlett and Cllr Parker to deliver to Pentney Lakes café for installation.

c) Playground Maintenance – Outstanding.

Cllr Rons to contact Action Play regarding repairs identified in latest RoSPA report.

d) Grass Cutting Contract –

Unanimously agreed to award contract to Walpole Mowing at £3,390 for 10 cuts per annum (one-year trial).

e) Defibrillator at Pentney Lakes –

Condensation reported. A resident has offered use of an old phone box to house the unit.

Cllr Dallas to confirm public access arrangements and that ownership remains with Pentney Parish Council.

f) Defibrillator Training –

To be arranged and opened to the public (likely Saturday morning).

Cllr Dallas to propose dates.

9. Planning

- a) Section 106 matter at Pentney Lakes: Deadline 18 March 2026. Cllr Moriarty to confirm whether representation from PPC is required.

Applications: None at time of agenda publication.

Determinations: None.

10. Governance

- a) Playground Inspection Training – 9 March 2026 at 10.00am, Village Hall.
b) Information Technology Policy – rejected; requires revision.

11. Correspondence None recorded.

12. Vacancies

- a) Parish Clerk – to be advertised.
b) Speed Awareness Coordinator – to be advertised.

13. Items for Next Agenda

- a) Information Technology Policy
b) Grit Bin Update

14. Dates of Future Meetings (7.00pm, Village Hall)

- 25 March
- 22 April
- 20 May
- 17 June – Annual Parish Council Meeting (6–7pm), followed by Parish Council Meeting (7pm)
- 15 July
- August – No meeting
- 9 September
- 21 October
- 18 November
- December – No meeting

There being no further business, the meeting closed at 9.00pm.

Action List

Cllr Rons

- Confirm grass cutting contract with Walpole Mowing.
- Monitor PlusNet contract.
- Contact Speed Awareness Coordinator regarding SAM reports.

Cllr Parker & Cllr Howlett

- Continue seeking bus shelter repair quotes.
- Deliver bike rack to Pentney Lakes café.

Cllr Harvey

- Circulate draft minutes (25.02.2026).
- Follow up with KLWNBC regarding additional grit bin near Village Hall.

Cllr Wells

- Email Village Hall photo for website.
- Open two investment accounts with Unity Trust Bank.

Cllr Dallas

- Refurbish village phone box housing defibrillator.
- Confirm public access and ownership arrangements for Pentney Lakes defibrillator.

Cllr Littlehales

- Revise Information Technology Policy.
- Update Clerk job description and advertise via NALC website.