

MINUTES

Minutes of Pentney Parish Council Meeting held on 14th January 2026 at 7.00pm at The Village Hall, Pentney

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

Also in Attendance: Two members of the public

Budget Setting / Precept – Meeting held by Councillors to discuss and agree. 14/01/26 from 6pm to 7pm. It was agreed to keep the total Precept figure for 2026/2027 at £25,000. The 2026/2027 Tax base figure is £243.90 and Band D charge 2026/2027 is £102.50

1. To consider acceptance of apologies for absence.

It was resolved to accept apologies from Cllr B Howlett and Sarah Bristow

2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.

None received.

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

A representative of the Management Committee of Pentney Village Hall talked about the prospect of exploring Parish Infrastructure Investment Plan with a view to apply for funds/grants to update the disabled access to the Village Hall to meet the evolving needs of the local community. The Parish Council would help support the endeavour when capacity permits. Further advice was given by the Chair on how to improve the chances of the application and for the member of the public to attend future Parish Council Meetings to keep in touch.

4. Reports

4.a County Councillor – No update received. (meeting not notified by Clerk)

4.b Borough Councillor – No update received. (meeting not notified by Clerk)

4.c Neighborhood Planning including agreement to continue the services of the Consultant to Submission Stage.

Cllr Littlehales waiting for replies from recommended consultants.

4.d Speed Awareness Report – No update received.

5. Minutes of Parish Council Meeting held on 26th November 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 26th November 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.

- See Action List detailing carried forward items.
- **Cllr Parker** - reported he has contacted another builder and chasing original contact to reply re the bus shelter.
- **Cllr Wells** - website details from the Secretary of the Village Hall -Clerk has updated the PC Website
- **Cllr L Rons** - Grass cutting Contract to renegotiate with a new contractor, Chris Baker of Walpole Mowing Ltd, if this is successful it was agreed to give notice to Nurture to cancel the contract, as they were not responding to numerous approaches to them, for a renewed quote.
- **Clerk** - to continue to chase various departments to claim groundworks / locality N/Plan monies.
- – **VAT** – no progress on money owed to the PPC
- - **Information Technology Policy** (Assertion 10 Policy)- to be added to next Agenda

7. Finance

- a) Precept for 2025/2026 set at £25,000 (the same as the previous year). Proposed Cllr Littlehales, Seconded Cllr Harvey.
- b) Agreed - Payments to be made as per payments list total of 5 invoices total: £2,917.62.
- c) Clerks Salary - waiting for salary slip for December to be presented, and a breakdown and receipts of Clerks expenses - printing costs, mileage. Cllr Littlehales to make enquiries to Clerk.
- d) Money Received - £104.51
- e) Bank reconciliation for December 2025 accepted.
- f) Quarterly Council Internal Audit – Completed by Cllr Rons & Cllr Wells. Report provided to Clerk for action.
- g) Quarterly budget Report – Outstanding with Clerk
- h) VAT – Outstanding with Clerk
- i) Assertion 10 Policy - Included as next meeting Agenda item.
- j) **h**– Payment Card - no progress

8. Village Matters

- Repair to Bus Shelter – Outstanding
- Bike Racks Installation - Outstanding
- Playground Repairs – Outstanding. Clerk to contact Action Play to determine as to whether they could quote/undertake repairs as detailed described within the latest RoSPA report.

9. Planning Applications and Determinations:

Applications: - None at time of publication of Agenda, however

25/00394/LDP | APP/V2635/X/25/3376192 | 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 Norfolk PE32 1JD

Cllr Littlehales submitted an objection to this application for lawful development. Citing the emerging Neighbourhood Plan Policy PENT6 : Tourism accommodation and related facilities and the River Nar SSSI status.

Determinations: None

10. Governance

a. Training.

- Playground Inspection Training. Outstanding

11. Correspondence

- Email from Dr Majid re Parish Infrastructure Plans (PIIPs)
- Oakwood Golden Gym regarding construction of shed and pergola to be sent to planning

12. Items for next Agenda

- Information Technology Policy
- Organise Playground Training

14 The date of the next Parish Council meeting.

The next Parish Meeting to be held on Wednesday 25th February 2026 at 7.00pm at the Village Hall

With no further business, the meeting closed at 8.30pm

ACTION LIST

Cllr Rons

- Contact Chris Baker of Walpole Mowing Ltd & negotiate grass cutting contract.
- Contact Nurture to cancel contract if Walpole Mowing Ltd terms are favourable.
- Send Rospa report to Action Play

Cllr Parker & Cllr Howlett

- Bus shelter - continue pursuing quotes for building work. Bike Racks to be delivered.

Cllr Harvey

- To book village hall for February 25th 2026 for next meeting
To produce Minutes of meeting 14.01.2026 and circulate to Cllrs for any comments and forward onto Clerk to put into clerk's template.

Cllr Wells

- Emailed a Village Hall photo to Clerk for inclusion on the Parish Council's Website. Not updated on website.

Clerk:

- To complete and submit the precept form to KLWNBC and confirm with the Chair that it has been done. £25,000 per annum was agreed.
- VAT submission – update
- Claim Groundworks/Locality regarding N/Plan monies.
- Open new Investment Account with Unity Trust Bank.
- Contact Action Play regarding repairs to older equipment repairs.
- To alert KLWNBC to a new wooden structure at Oakwood on Golden Gym, reports from concerned residents on a number of vehicles at this property
- To break down expenses - mileage and receipts for materials and supplies to Chair.
- Put items for next agenda on agenda.