

PENTNEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council

Held at Pentney Village Hall on Wednesday 25 March 2026 at 7.00 pm

Present

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

In Attendance

Clerk: Post vacant (Council noted absence of a Responsible Financial Officer)

Email: clerk@pentneyparishcouncil.gov.uk

Public

3 members of the public present

1. Apologies for Absence

Apologies were received from Cllr B Howlett, County Cllr J Moriarty and Borough Councillor P Devulapalli.

Resolved: To approve the apologies for absence.

(AGAR Assertion 1: Proper records of attendance maintained)

2. Declarations of Interest and Requests for Dispensation

No declarations of interest were made in accordance with the Council's Code of Conduct.

No dispensations were requested.

(AGAR Assertion 6: Compliance with Codes of Conduct)

3. Public Participation

A resident raised concerns regarding blocked drainage dykes along Low Road affecting septic systems.

It was noted that partial works had been undertaken by Mr P Wales; further works remain the responsibility of other riparian landowners.

Resolved:

- To write to relevant landowners requesting remedial action within a specified timeframe.

Action: Cllr Littlehailes

- To undertake a site inspection on 31 March 2026.

Action: Available Councillors

(AGAR Assertion 7: Appropriate engagement with public and external stakeholders)

4. Reports from Outside Bodies

Reports were received and noted from:

- County Councillor (circulated)
- Neighbourhood Plan (revised draft; meeting scheduled)
- Speed Awareness (15–30% non-compliance recorded)

No Borough Councillor report was received.

(AGAR Assertion 1: Proper reporting and recording of information)

5. Approval of Minutes – 25 February 2026

Resolved: That the minutes of the meeting held on 25 February 2026 be approved as a true and accurate record and signed by the Chair.

(AGAR Assertion 1: Accurate and complete minute records)

6. Matters Arising

The Council reviewed outstanding actions. No further decisions required.

7. Approval of Minutes – Extraordinary Meeting 11 March 2026

Resolved: That the minutes be approved as a true and accurate record and signed by the Chair.

8. Matters Arising

No matters arising not covered elsewhere.

9. Finance and Internal Control

The Council noted that in the absence of a Clerk/RFO, members had collectively ensured adherence to the Council's Financial Regulations and internal control arrangements.

9.1 Payments for Approval

A schedule of payments totalling **£1,413.19** was presented.

Resolved:

- To approve the payments.
- To confirm that all payments are supported by invoices and authorised in accordance with Financial Regulations.

9.2 Clerk's Expenses

Expenses totalling **£465.20** were presented.

Resolved:

To approve reimbursement, supported by appropriate receipts and verification.

9.3 Councillors' Expenses

Resolved:

To approve reimbursement of authorised expenditure in accordance with approved budgets and the Council's Scheme of Delegation.

9.4 Income

Receipts, including VAT refunds, were noted and recorded.

9.5 Bank Reconciliation

The bank reconciliation was presented and cross-checked against bank statements.

Resolved:

To approve the bank reconciliation as an accurate record of the Council's financial position.

9.6 Banking Arrangements

Resolved:

- To close the Barclays accounts.
- To ensure transfer of funds and update of authorised signatories in accordance with banking mandates and Financial Regulations.

(AGAR Assertions 2 & 3: Adequate financial controls and proper accounting records)

10. Planning Applications

Application Ref: 26/00409/F

Extension to side of dwelling at 4 Harvestile Lane, Pentney

Resolved:

To support the application in principle, subject to satisfactory drainage arrangements, and to seek clarification from the Local Planning Authority.

Action: Cllr Littlehailes

No planning decisions were reported.

(AGAR Assertion 7: Lawful exercise of functions)

11. Council Business

11.1 Bus Shelter Repairs

Resolved:

To proceed subject to contractor availability and appropriate quotation.

Action: Cllr Dallas

11.2 Bike Racks Installation

Resolved:

To obtain installation arrangements and confirm contractor availability.

Action: Cllr M Parker

11.3 Playground Repairs (RoSPA Inspection)

The Council confirmed that **four quotations had been requested** in line with procurement requirements, only 2 companies provided written quotations.

Resolved:

To appoint Secret Garden at £945 + VAT, representing best value.

(AGAR Assertion 2: Proper procurement and value for money demonstrated)

11.4 Grass Cutting Contract

Work reviewed and confirmed as meeting contractual standards.

11.5 Playing Field Gate and Fencing

Resolved:

To replace posts and rehang gates and obtain a formal quotation.

Action: Cllr L Rons

11.6 Defibrillator Provision

Resolved:

- To approve relocation to Pentney Lakes.
- To enter into a Memorandum of Understanding with the landowner.
- To approve ongoing costs (electricity contribution).
- To arrange community training.

Action: Cllr Dallas

(AGAR Assertion 5: Risk management and asset provision)

11.7 Electricity Supply to Playing Field

Resolved:

To defer the decision pending further financial consideration.

(AGAR Assertion 2: Financial risk awareness)

11.8 Staffing and Vacancies

Parish Clerk / Responsible Financial Officer

Resolved:

- To commence recruitment.
- Post set at 5 hours per week with a six-month probation period.
- Salary to align with nationally agreed pay scales.

Action: Cllr Littlehales

(AGAR Assertion 4: Proper staffing arrangements and separation of duties)

Speed Awareness Coordinator

Resolved:

To re-advertise and seek local candidates.

Action: To be confirmed

11.9 Grit Bins

Action: Cllr K Harvey to liaise with the Borough Council.

12. Governance, Training and Administration

12.1 Website Provision

Resolved:

To appoint Norfolk ALC to manage the Council's website and ensure compliance with the Transparency Code.

12.2 Information Technology Policy

Deferred to ensure alignment with data protection requirements.

12.3 Playground Inspection Training

Training attendance noted.

Resolved:

- To implement weekly inspections.
- To maintain written inspection records for audit purposes.
- To operate a councillor rota.

(AGAR Assertions 5 & 7: Risk management and operational control)

13. Correspondence

Correspondence regarding animal welfare concerns was considered.

Resolved:

To refer the matter to the appropriate authority.

Action: Cllr Littlehales

14. Items for the Next Agenda

Members to submit items in accordance with publication deadlines.

15. Date of Next Meeting

Wednesday 22 April 2026 at 7.00 pm
Pentney Village Hall

16. Close of Meeting

The meeting closed at **9.20 pm**.